



# POLICY

## COVID-19 Vaccination

November 2021

### 1. Vision

The vision for Catholic Education Sandhurst Limited (CES Ltd) is to provide, in partnership with our families, stimulating, enriching, liberating and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing, and inclusion of all children and young people.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- in leadership encompassing vision, innovation and empowerment.

### 2. Purpose

The health and safety of all members of our community are at the forefront of everything we do.

The purpose of this policy is to:

- ensure a safe environment for CES Ltd employees, contractors, volunteers, students and their families, and others attending CES Ltd education facilities, by only permitting them to attend in accordance with this policy
- assist in the prevention of the unnecessary acquisition and spread of COVID-19 at CES Ltd education facilities by complying with any legal requirements with respect to COVID-19.
- Ensure compliance with the Chief Health Officer (CHO) Directions.

This policy commences with immediate effect and operates subject to any applicable CHO Directions, which may be issued from time to time after its commencement.

### 3. Definitions

In this policy, the following terms have the meaning set out below:

**CHO Directions** means the directions issued by Victoria's Chief Health Officer or authorised delegate under the Public Health and Wellbeing Act 2008 (Vic.) in relation to mandatory

vaccination requirements, including the COVID-19 Mandatory Vaccination (Specified Facilities) Directions (No. 13), as in force at the relevant time.

**Critical unforeseen circumstance** means a circumstance that CES Ltd could not reasonably have foreseen nor planned for which results in a critical need for staff.

**Education worker** means:

- any person employed by CES Ltd (whether on an ongoing, fixed-term or casual basis)
- any person contracted to work at a CES Ltd education facility and who will, or may, be in close proximity to children, students or staff (whether or not they are engaged by CES Ltd), including casual relief teachers, IT personnel and National Disability Insurance Scheme providers and auditors, but does not include delivery personnel
- students on placement
- staff of any other entity who attends a CES Ltd education facility
- volunteers who attend a CES Ltd education facility and who work in close proximity to children, students or staff (including parent helpers).

**Emergency situation** means a situation where it is reasonably apparent to CES Ltd that medical treatment is necessary, as a matter of urgency, to:

- save a person's life;
- prevent serious damage to a person's health
- prevent a person from suffering or continuing to suffer significant pain or distress.

**Excepted person** means an education worker who holds certification from an approved medical practitioner which states that they are unable to receive a dose, or a further dose, of a COVID-19 vaccine due to either:

- a medical contraindication
- an acute medical illness (including where the person has been diagnosed with SARS-CoV-2) and the certification provided is within the effective date specified by the medical practitioner or six months from the date of certification, whichever is earlier.

**Fully vaccinated** means, in respect to an education worker, that the education worker has received two doses of a COVID-19 vaccine and, where applicable, a booster vaccination when required.

**CES Ltd** for the purpose of administering this policy, means authorised CES Ltd employees and Principals of CES Ltd schools.

**CES Ltd education facility** means a CES Ltd school, a CES Ltd office or a facility providing outside school hours care for students.

**Medical contraindication** means one of the following contraindications to the administration of a COVID-19 vaccine:

- anaphylaxis after a previous dose

- anaphylaxis to any component of the vaccine, including polysorbate or polyethylene glycol
- in relation to AstraZeneca: a history of capillary leak syndrome or thrombosis with thrombocytopenia occurring after a previous dose
- in relation to Comirnaty or Spikevax: myocarditis or pericarditis attributed to a previous dose of either Comirnaty or Spikevax
- the occurrence of any other serious adverse event that has been attributed to a previous dose of a COVID-19 vaccine by an experienced immunisation provider or medical specialist (and not attributed to any other identifiable cause; and has been reported to state adverse event programs and/or the Therapeutic Goods Administration).

**Medical practitioner means:**

- a general practice registrar on an approved 3GA training placement
- a public health physician
- an infectious disease physician
- a clinical immunologist
- a general practitioner who is vocationally registered
- a general practitioner who is a fellow of the Royal Australian College of General Practitioners (RACGP)
- a general practitioner who is a fellow of the Australian College of Rural and Remote Medicine (ACRRM)
- a paediatrician; or,
- a medical practitioner who is a fellow of the Royal Australasian College of Physicians.

**Partially vaccinated** means, in respect to an education worker, that the education worker has received one dose of a COVID-19 vaccine and is not an excepted person.

**Premises** has the same meaning as in the Public Health and Wellbeing Act 2008 (Vic.) but does not include an education worker's ordinary place of residence.

**Unvaccinated** means, in respect to an education worker, that the education worker has not received a dose of a COVID-19 vaccine and is not an excepted person.

**Vaccination status** means whether an education worker is fully vaccinated, partially vaccinated, unvaccinated or an excepted person.

## 4. Scope

This policy applies to education workers.

The obligations imposed on CES Ltd by the CHO Directions in relation to the vaccination of

education workers are explained in this policy.

As a condition of attendance at the premises of a CES Ltd education facility, education workers are required to read and accept the terms of this policy.

## 5. Principles

### 5.1 Vaccination Status

In accordance with CES Ltd' obligations under the CHO Directions, CES Ltd is obliged to, and will, collect, record and hold information about the vaccination status of any education worker who is, or may be, scheduled to work at a CES Ltd education facility on or after 18 October 2021.

If an education worker is partially vaccinated on or after 18 October 2021, CES Ltd is obliged to, and will, in addition to information about their vaccination status, collect, record and hold information about whether that education worker has a booking to receive a second dose of a COVID-19 vaccine by 29 November 2021, which will result in the education worker becoming fully vaccinated.

If an education worker is unvaccinated on or after 18 October 2021, CES Ltd is obliged to, and will, in addition to information about their vaccination status, collect, record and hold information about whether that education worker has a booking to receive a first dose of a COVID-19 vaccine by 25 October 2021, which will result in the education worker becoming partially vaccinated.

Any information provided to CES Ltd by an education worker in accordance with this policy will be treated confidentially for the purpose of determining compliance with this policy and to enable CES Ltd to comply with its obligations under the CHO Directions.

### 5.2 Evidence of Vaccination Status

CES Ltd will accept either of the following as evidence of vaccination status:

- a certificate of immunisation (including a COVID-19 digital certificate)
- an immunisation history statement obtained from the Australian Immunisation Register.

### 5.3 Privacy

Subject to the CHO Directions, information provided about an education worker's vaccination status in accordance with this policy will be handled by CES Ltd in accordance with the Catholic Education Commission of Victoria Ltd (CECV) Data Collection Statement.

### 5.4 Attendance on the Premises of a CES Ltd Education Facility

The CHO Directions oblige CES Ltd to take all reasonable steps to ensure that, on or after 18 October 2021, an education worker who is unvaccinated does not enter, or remain on, the premises of a CES Ltd education facility for the purposes of working on those premises unless an exception under the CHO Directions applies.

If an education worker does not provide information about their vaccination status, CES Ltd will, in accordance with the CHO Directions, treat that education worker as unvaccinated when considering whether they may enter or remain on the premises of any CES Ltd education facility for the purposes of working at the CES Ltd education facility.

Commencing on 18 October 2021, unless permitted by the terms of this policy, unvaccinated education workers, and any education worker in respect of which CES Ltd does not have information about their vaccination status, must not enter or remain on the premises of any CES Ltd education facility for the purposes of working at the CES Ltd education facility.

Excepted persons may enter or remain on the premises of a CES Ltd education facility for the purpose of working on those premises.

### 5.5 Exception

Between 18 October 2021 and 25 October 2021, CES Ltd may permit an unvaccinated education worker to enter or remain on the premises of any CES Ltd education facility for the purposes of them working at the CES Ltd education facility if they have a booking to receive a first dose of a COVID-19 vaccine on or before 25 October 2021, which will result in them becoming partially vaccinated.

### 5.6 Exceptional Circumstances Exception

At any time, an education worker, regardless of their vaccination status, is permitted to attend the premises of any CES Ltd education facility even if CES Ltd has not collected information about their vaccination status, if one or more of the following exceptional circumstances set out in the CHO Directions applies:

1. an education worker is required to fill a vacancy to provide urgent care, to maintain quality of care and/or continue essential operations at a CES Ltd education facility due to an emergency situation or a critical unforeseen circumstance
2. an education worker is required to attend a CES Ltd education facility to respond to an emergency at the facility
3. an education worker is required to perform urgent and essential work at a CES Ltd education facility to protect the health and safety of education workers or members of the public, or to protect assets or infrastructure
4. an education worker is required to:
  - (i) carry out assessments of an oral or performance examination as part of the Victorian Certificate of Education or International Baccalaureate; or
  - (ii) work as a venue coordinator for those examinations.

In the event of exceptional circumstances (1) to (4), CES Ltd must take all reasonable steps to ensure that the education worker remains on the premises of the CES Ltd education facility only for the period necessary to respond to the exceptional circumstance.

## 6. Roles and Responsibilities

All CES Ltd education workers are responsible for ensuring that they are familiar with this Policy and that they comply with this Policy.

### 6.1 Approval Authority

CES Ltd Board of Directors

### 6.2 Responsible Officer

Assistant to the Executive Director: People & Culture

## 7. Review

This Policy is scheduled for review every three years or more frequently if appropriate.

## 8. Revisions made to this document

Date	Description of Revision(s)
29 November 2021	Approved by Child Safety, Audit and Risk Board Committee

## 9. Further Assistance

If you require any further assistance, or have any questions about this Policy, please contact the CES Limited People and Culture Team.

CES Limited Employee Assistance Program is also available to staff members and their immediate family members should they require additional support. For EAP details, please contact the CES Limited People and Culture team via email at [peopleandculture@ceosand.catholic.edu.au](mailto:peopleandculture@ceosand.catholic.edu.au)

## 10. Relevant Documents

COVID-19 Mandatory Vaccination Directions

Workplace Directions

Stay Safe Direction

OHS Policy

Injury Management Procedure

Occupation Health and Safety Act

Public Health and Wellbeing Act

Privacy Act

Health Records Act