

# COVID-19 Vaccination Policy

<b>Date Created:</b>	January 2022
<b>Next Review Date:</b>	January 2025
<b>Complispace Policy:</b>	Yes



This policy is reviewed and approved by the Navigator College Governing Council.

---

## The Hazard

Coronavirus disease (COVID-19) is an infectious disease caused by the SARS-CoV-2 virus that results in respiratory illness. Older people and those with underlying medical conditions such as cardiovascular disease, diabetes, chronic respiratory disease, or cancer are more likely to develop serious illness after contracting COVID-19. Anyone can get sick with COVID-19 and become seriously ill or die at any age.

COVID-19 can spread from an infected person's mouth or nose in small liquid particles when they cough, sneeze, speak, sing or breathe. These particles range from larger respiratory droplets to smaller aerosols.

## Navigator College's Policy

To comply with the [Emergency Management \(Education and Early Childhood Settings Vaccination\) \(COVID-19\) Direction 2021](#) (Emergency Management Direction) Navigator College will take the following measures to minimise the risk of harm from COVID-19 to students, staff, and those affected by our activities, including parents/caregivers, siblings and other members of the school community:

- sight evidence regarding each employee's COVID-19 vaccination status
- ensure that from 11 December 2021 any full-time, part-time, casual or contract employee or peripatetic staff attending work at Navigator College will have received all requisite doses of a Therapeutic Goods Administration (TGA)-approved COVID-19 vaccine
- consult with staff regularly to ensure that issues and concerns relating to COVID-19 control measures are identified, considered and addressed where reasonably practicable
- develop strategies to minimise the risk to all employees and students
- require all volunteers (including College Council members) and contractors working on College premises (whether engaged by Navigator College or not) to provide evidence of COVID-19 vaccination

- require all new staff to be fully vaccinated with a TGA-approved COVID-19 vaccine before commencing their employment
- monitor the effectiveness of control measures.

### **Vaccination Not Required**

The Emergency Management Direction requiring COVID-19 vaccination or medical exemption does not apply to the following categories of people entering the College premises:

- delivery drivers or rubbish removalists
- parents/caregivers and families attending the College to pick-up or drop-off children or students
- parents/caregivers and families attending the College to attend events where they are not working or volunteering
- people attending to respond to an emergency or urgent maintenance task such as a fire or lift breakdown.

### **Consultation**

Staff members will be given opportunities to provide input and feedback on potential control measures, the effectiveness of existing control measures and policy changes relating to COVID-19 management.

These views will be taken into account when the College makes decisions, and staff members will be advised of the outcomes. Staff members will be regularly updated on the effectiveness of the control measures and the application, if any, of any necessary risk controls.

### **Request for Vaccination Status**

In order to comply with the Emergency Management Direction and to plan for minimising the risks of contracting and spreading COVID-19 in the College community, the College is sighting evidence of COVID-19 vaccination of anyone who enters any College setting for work purposes. This information will be used to develop the most effective measures to minimise those risks to staff, students, and the community.

Navigator College will be sighting this information on an ongoing basis, to capture any future requirements for vaccination boosters.

To comply with the Emergency Management Direction, Navigator College will require evidence of both the first and second doses of the COVID-19 vaccination.

Where an individual does not provide their vaccination status information, the College will assume that the individual has not been vaccinated. Those individuals will not be able to attend work at Navigator College after 11 December 2021.

Navigator College acknowledges that an individual's COVID-19 vaccination status is sensitive health information. Any information sighted or collected will be kept securely, and access will be restricted on a need-to-know basis.

An individual's reasons for choosing not to have the COVID-19 vaccination and medical evidence related to this decision is also considered to be sensitive health information under the Privacy Act 1988 (Cth).

### Sighting Evidence of Vaccination

Individuals will be asked to provide any of the following proof of vaccination for sighting:

- an online [immunisation history statement](#)
- a COVID-19 digital or paper certificate from the [Australian Immunisation Register](#) or through Medicare
- a paper immunisation certificate provided at the vaccination appointment
- an immunisation history statement from their vaccination provider

The College will record the date staff received 1<sup>st</sup> and 2<sup>nd</sup> dose onto MAZE.

### Unvaccinated Staff – Medical Exemption

Employees, volunteers and contractors who advise that they are unable to be vaccinated on medical grounds, whether temporary or permanent, will be required to provide a signed exemption letter from the South Australian Chief Public Health Officer (CPHO).

In order to obtain the exemption letter from the CPHO, an individual will need to do the following:

1. Obtain a medical certificate from a legally qualified medical practitioner that states that they have a temporary or permanent medical reason for a vaccination exemption in accordance with the [Guidance published by ATAGI](#). Any such medical certificate will need to specify the nature of the exemption and the basis on which it applies.

2. Submit a completed [SA Health Chief Public Health Officer Immunisation Exemption Application Form](#) and their medical certificate to [Health.NJNPExemptions@sa.gov.au](mailto:Health.NJNPExemptions@sa.gov.au).
3. The Chief Public Health Officer will consider the application for exemption, and if the application is approved, the CPHO will provide a signed exemption letter that must be provided to Navigator College.

Medical exemptions will only be accepted and endorsed by the CPHO if they are in accordance with the ATAGI published Guidance.

Unless the individual has a medical exemption endorsed by the CPHO, they will be required to be vaccinated in order to attend Navigator College settings.

Employees who provide acceptable evidence of a medical exemption from vaccination may be asked to provide further advice from a medical practitioner regarding the additional measures that the College may need to take to protect the employee and members of the College community from the risk of exposure to COVID-19.

Navigator College will make an assessment of the feasibility of any additional control measures for each staff member who has not been vaccinated on a case-by-case basis and following consultation with the staff member.

### **Unvaccinated Staff – No Medical Exemption**

Where an employee does not provide the required evidence of COVID-19 vaccination for sighting, the College will assume that the employee is not vaccinated.

An employee who has not provided the required evidence of COVID-19 vaccination for sighting will not be able to attend Navigator College after 11 December 2021.

### **Casual Staff, Contractors and Volunteers**

All casual staff, contractors and volunteers who attend Navigator College premises (whether engaged by the College or not) must provide the required evidence for sighting as set out below.

They must be fully vaccinated with a TGA-approved vaccine or evidence of a medical exemption in the required form.

Failure to provide this evidence will lead to the individual being excluded from Navigator College premises.

This requirement does not apply to persons entering Navigator College premises who are:

- delivery drivers or rubbish removalists
- people attending to respond to an emergency or urgent maintenance task such as a fire or lift breakdown.

Where an individual provides, or will be providing, evidence of a medical exemption, they should notify the College before their scheduled attendance to enable the College time to determine and implement any appropriate measures to minimise the risk to the individual, students and staff.

This information will be used and disclosed on a need-to-know basis and is subject to the College's Privacy Policy, which contains further information regarding access to, and collection of, the individual's personal information.

### Privacy and Disclosure to Third Parties

Navigator College acknowledges that information regarding:

- vaccination status
- reasons for choosing not to have the COVID-19 vaccination
- medical evidence related to this decision

is considered to be sensitive health information under the Privacy Act 1988 (Cth).

Any information collected will be used and disclosed for the purposes of minimising the risk to health and safety from COVID-19 to workers, students and the College community, and maintaining the operations of the College.

There may be some very limited circumstances where an individual's vaccination status may be disclosed to third parties, but this will be with the consent of the individual or where required by law.

All information will be kept securely and with access restricted on a need-to-know basis in accordance with the Navigator College's Privacy Policy.

### Further Information, Questions and Concerns

Staff with questions and concerns are encouraged to discuss these with the Principal.

The following government sources also provide information that may assist employees in making an informed decision regarding vaccinations:

- SA Department of Education [COVID-19 vaccination requirements for education and early childhood settings](#)
- SA Government [Emergency Management \(Education and Early Childhood Settings Vaccination\) \(COVID-19\) Direction 2021](#)

- Commonwealth Dept of Health [Learn about COVID-19 vaccines](#)
- ATAGI [COVID-19 vaccination – COVID-19 vaccination decision guide for women who are pregnant, breastfeeding or planning pregnancy](#)
- ATAGI [COVID-19 vaccination decision guide for people with immunocompromise](#)
- Fair Work Ombudsman <https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/covid-19-vaccinations-and-the-workplace/covid-19-vaccinations-workplace-rights-and-obligations>