[#insert letterhead]

[#insert date]

Dear staff

**COVID-19 MANDATORY VACCINATION DIRECTIONS ISSUED BY VICTORIAN GOVERNMENT**

As you may be aware, the Victorian Government recently issued the COVID-19 Mandatory Vaccination (Workers) Directions (**Directions**).

The Directions commenced at 11.59pm on 7 October 2021 and apply to all workers under clause 9 of the Directions who are required to work outside their ordinary place of residence on or after 15 October 2021.

As you are a [insert type of worker] under clause 9 of the Directions, as per Schedule 1, the Directions apply to you.

This means that you will be required to have received your first dose of a COVID-19 vaccine by **15 October 2021**, or have a booking to receive the vaccine by **22 October 2021**. Additionally, you will need to be fully vaccinated by **26 November 2021**. Limited medical exemptions apply.

This impacts our business as an employer of workers covered by the Directions, and therefore our workers will need to be vaccinated against COVID-19 by the above date to continue to be permitted to work onsite.

With this in mind, we strongly encourage our eligible Victorian staff to receive a COVID-19 vaccination as soon as possible, if you have not done so already.

While we cannot force any individual to be vaccinated against their will, a failure to do so can have consequences for your employment.

If by 15 October 2021 you have not received at least your first dose of a COVID-19 vaccine (or you do not by this date confirm you are booked in before 22 October) we legally cannot permit you to work at our offices (or client sites). This may prevent you from performing your role and responsibilities, and may mean we are no longer able to continue employing you.

**Evidence of Vaccination Information**

To ensure staff can access worksites and comply with the Victorian Government’s directions, we are required to collect vaccination information about our staff.

This information is necessary not only to confirm compliance with the Directions, but also to ensure the safety of our employees and the community by enforcing the vaccination requirement.

All employees must therefore provide evidence by no later than [insert date, must be before 15 October 2021] that:

1. you are fully vaccinated against COVID-19 (both doses); or
2. if you are partially vaccinated, confirmation of the first dose you have received, and confirmation you have a booking to receive the second dose and when; or
3. if you are unvaccinated, confirmation of whether you have made a booking to receive the first dose by 22 October 2021; or
4. if you have a legitimate medical exemption from being vaccinated, appropriate evidence from a medical practitioner.

Acceptable evidence includes a copy of your Medicare vaccination certificate or an appropriate vaccination record (e.g. where the vaccine has been obtained overseas, subject to Government acceptance of the overseas vaccine) or immunisation history statement. This evidence should be provided to [#insert details of how the evidence is to be provided]. Please let us know if you require assistance in accessing your Medicare vaccination certificate or immunisation history statement.

Employees have the right to privacy with regard to their vaccination status. We will comply with our privacy obligations and in particular will not disclose any information about an individual’s personal, vaccination or health status unless otherwise reasonably necessary or as required by law.

If an employee does not provide acceptable evidence of their vaccination status, they will be considered to be unvaccinated and will not be allowed to work onsite on or after 15 October 2021, unless an exemption applies.

**COVID-19 Vaccination Booking Information**

If you have not already done so, you can book a vaccine appointment by visiting: <https://www.coronavirus.vic.gov.au/book-your-vaccine-appointment>. Vaccine appointments are also available at participating doctor’s clinic, pharmacies or community health services. If you require assistance in making a booking, please contact [insert name].

[insert if desired – no legal requirement to do so] Employees are permitted to attend their vaccination appointment during paid work time (up to a maximum of 2 hours per appointment), provided you are able to provide proof of your appointment.

[insert if desired – no legal requirement to do so] Employees will also be granted an additional day of paid leave to their existing accrued entitlements should they experience temporary side effects from receiving the vaccine.

You are strongly encouraged not to delay booking your appointment.

A failure to comply with the requirements of this letter, may impact on your employment with us.

We assure you that we take the health and safety of our workplace and community very seriously and appreciate your co-operation with these requirements.

We hope you will appreciate that these matters are outside of our control, and we must comply with the Victorian Government’s directions.

Should you have any questions regarding this letter or if you have any genuine concerns about receiving the COVID-19 vaccine, please contact me or [#insert contact].

Stay safe and well.

Yours faithfully,

[#insert employer representative name and title]