



IMPORTANT: Employee and Other Personnel Declaration of COVID-19 Vaccination Status

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To: All Calvary Employees
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While COVID-19 vaccination is entirely voluntary, Calvary strongly recommends every person elects to be vaccinated. In particular, we encourage every person who works for or with Calvary to be vaccinated.

Our first priority is always the safety, health and wellbeing of our staff, organisational partners, the vulnerable people in our care and the broader community.

In order to help us protect health and wellbeing, we are asking every employee and any other personnel who interface with Calvary to provide information about whether they have chosen (or not chosen) to be vaccinated against COVID-19. **For us to understand and react appropriately to any future outbreaks, we are asking all employees to complete a form advising of their COVID-19 vaccination status.**

What you need to know about COVID-19 Vaccination Form

To help us maintain safe working and care environments, Calvary employees, volunteers, VMO and GP partners and contractors are required to complete this information:

- **If you receive the vaccine**, within 30 days of receiving the first dose (and again after receiving your second dose); or
- **If you do not intend to receive the vaccine**, by 23 April 2021.

COVID-19 vaccination is a personal choice. This requirement should not be misunderstood as a direction by Calvary to be vaccinated against COVID-19.

Completing the COVID-19 Vaccination Declaration Form

In completing the **COVID-19 Vaccination Form** you will be asked if you consent to provide the following:

- Whether or not you have received the COVID-19 vaccination;
- If not, advising whether it is because of personal or medical reasons; and
- If you have had the COVID-19 vaccination, details including the date of administration, form of vaccine, batch number and evidence of vaccination.

Calvary employees are required to complete the COVID-19 Vaccination Form by one of two ways:

1. Accessing the **My Vaccinations** tab in the left hand side menu in **My Kiosk** and selecting the **COVID-19 Vaccination Form** for selecting 'new' filling in and then selecting 'save'; or
2. Downloading and filling in the [COVID-19 Vaccination Form](#) and sending the completed form to COVIDVaccinations@calvarycare.org.au

PLEASE NOTE: Full illustrated instructions for how to access My Kiosk and complete the COVID-19 Vaccination Form can be found on the next page of this memo.

As the information being requested relates to personal medical information it is "sensitive information" within the



meaning of the Privacy Act 1988 and the Calvary Privacy Policy. Please refer to the [COVID-19 Vaccination Data Collection Policy](#) (available on Calvary Connect) for details on how Calvary will record, use and store the COVID-19 vaccination information.

As the information sought is acknowledged to be sensitive, your completion of the COVID-19 vaccination form will also indicate your consent to the requested information.

Why does Calvary want this information?

Knowing who is vaccinated against COVID-19 will allow Calvary to respond directly to known or developing threats of outbreaks and direct people appropriately.

What if I choose to opt out?

You are under no obligation to provide this information to Calvary. If you choose not to disclose this information, please select the appropriate option under the consent field and submit the form.

How do I access My Kiosk?

To access **My Kiosk** from within the Calvary network, click on the My Kiosk button in the *Application Toolbox* on the right hand side of the **Calvary Connect** homepage. You can access **My Kiosk** from outside the Calvary network through the link <https://mykiosk.calvarycare.org.au>. To log in, you will be required to enter your Windows username or your employee number, as applicable, and a password.

PLEASE NOTE: If you do not have this information or do not have access to My Kiosk, please download and use the paper [COVID-19 Vaccination Form](#). Community Care Support Workers can access the paper form via Support Worker Connect.

How do I fill out the form in My Kiosk?

Completing your COVID-19 Vaccination Form can be completed in four (4) easy steps:

STEP 1: Select the *My Vaccinations* tab in the left hand side menu bar and select the *COVID-19 Vaccination* option to bring up the COVID-19 Vaccination Form.

STEP 2: Click on the 'New' button on the top right and the form will allow you to fill in all fields.

STEP 3: Enter the date that you are first completing this form. **PLEASE NOTE:** When you return to complete the form after your second dose of the vaccine, you are not required to change the date.

STEP 4: When completed, click on the 'Save' button on the top right and the form will save and send the completed information to Calvary HR for secure recording.

PLEASE NOTE: Please revisit your COVID-19 Vaccination Form in My Kiosk and fill in the necessary information each time you receive a dose of the vaccine.

