

Mandatory COVID-19 Vaccination

1 Applies to

This policy applies to all Calvary Workers, including:

- Employees;
- Volunteers (all categories);
- Students;
- Contractors providing health or other services to Calvary; and
- Calvary Credentialed Health Practitioners.

2 Purpose

Consistent with our values of hospitality, healing, stewardship and respect, Calvary is committed to providing a safe environment for all workers, patients, residents, clients, and visitors.

The purpose of this policy is to establish COVID-19 vaccination as an inherent requirement for Calvary Workers to perform work or enter Calvary facilities unless assessed as exempt; as well as to provide a framework for Calvary to collect and manage COVID-19 vaccination information.

3 Responsibilities

Calvary

- Calvary is required to comply with State and Territory Work Health and Safety laws.
- Under these Work Health and Safety Laws, Calvary **must** eliminate or minimise the spread of COVID-19 as far as reasonably practicable to ensure the health and safety of their workers, patients, residents, clients and others at the workplace.

Line Managers

- Communicate this policy and its requirements to all Calvary Workers and ensure they understand this policy.
- Cite evidence of vaccination for Calvary Workers.
- Update the Kronos system to facilitate Vaccination Pay for eligible employees.
- Authorise payroll to make the vaccine payment as outlined in this policy.
- Issue proof of employment to assist employees obtain priority access to the COVID-19 vaccine.
- In the case of receiving COVID-19 Vaccination Exemption Requests, obtain support from People and Culture.

Service Managers

- Ensure that all requirements of this policy are met.
- Ensure local processes track and capture the vaccination status.
- Service relevant information pertaining to vaccination status of Contractors and Calvary Credentialed Health Practitioners.

- Maintain records and report as required on compliance with the policy with support from Payroll as needed.
- If applicable, ensure any Worker Vaccination Program authorised by Calvary is implemented.

Calvary Workers

- Must comply with this policy and all its requirements, including but not limited to:
 - Receive the first dose of the COVID-19 vaccination by **1 November 2021 (unless otherwise required by a Legislative Instrument including a Public Health Order)**.
 - Receive the second dose of the COVID-19 vaccination within the timeframe recommended by the COVID-19 vaccination manufacturer.
 - If recommended, receive any booster shots to maintain COVID-19 vaccinated status.
 - Provide evidence of vaccination to Calvary via their immediate manager and to payroll via COVIDVaccinations@calvarycare.org.au.
 - Where a Calvary Worker has a medical contraindication or conscientious objection to the COVID-19 Vaccination, they must make a COVID-19 vaccine exemption request and then participate in a risk assessment process as prescribed by this policy.

People and Culture

- Support Managers with capturing vaccination status and providing documentation.
- Provide close support in managing medical contraindications and conscientious objection exemptions requests.
- Ensure Calvary Careers and all recruitment advertisements clearly indicate that COVID-19 vaccination status is an inherent requirement of the role.

Payroll

- Support Service Managers in the storing and reporting of COVID-19 vaccination status.
- Record and store COVID-19 Vaccination of employees, students and volunteers (or others as agreed).

Procurement

- Notify and liaise with all current and future contractors and suppliers on the requirements of this policy.
- Collect and store information for Contractors providing health or other services to Calvary in Calvary's contractor management system.

4 COVID -19 Vaccination

Calvary's values and obligations under law require that all reasonably practicable steps are taken to ensure the wellbeing of our employees, those we care for, and those we welcome onto our premises.

In delivering on its mission and in providing care, Calvary must care for patients, residents and clients who may be placed at significant risk if they are exposed to, and contract the COVID-19 virus.

This policy is divided into the following sections:

- 4.1 Who is covered by Mandatory Vaccination and ?**
- 4.2 Requirement to obtain the COVID-19 Vaccination**
- 4.3 Providing COVID-19 Vaccination Information**
- 4.4 Vaccination Pay – Employees only**
- 4.5 Exemption Requests**

Approved by: Head of People and Culture	Approved Date: 28/09/2021
UNCONTROLLED WHEN PRINTED	Review Date: 27/09/2022

Where a Calvary Worker has a medical contraindication or conscientious objection to the COVID-19 Vaccination, they must make a COVID-19 vaccine exemption request and then participate in a risk assessment process as prescribed by this section of the policy.

Medical Contraindication

Conscientious Objection

Assessment of a Vaccination Exemption Request

4.6 Contractors

4.7 Calvary Credentialed Health Practitioners

4.8 Conflicts between this Policy and Legislative Instruments

4.1 Who is covered by Mandatory Vaccination and Exemptions?

In order to protect the vulnerable people in our care and in compliance with our duties of care and under work health and safety legislation, Calvary is establishing the COVID-19 vaccination as an inherent requirement for Calvary Workers.

A Calvary Worker may only be exempt from the requirement to receive a COVID-19 Vaccination if they have provided exemption evidence and have been formally exempted.

The **exemption evidence** is:

- i. Evidence provided by the Calvary Worker's Treating Doctor certifying that the worker has a medical contraindication from receiving a COVID-19 Vaccination (on either a permanent or temporary basis);
- ii. Evidence prescribed by a Legislative Instrument (e.g. The NSW Government's Medical Contraindication Form); or
- iii. A work order, risk assessment, or other reasonable evidence from a Contractor demonstrating that work can and will be undertaken without any physical contact between the contractor and a Calvary Worker or patient, resident or participant located at a Calvary facility (except for any Residential Aged Care resident who has directly engaged that contractor).

Workers seeking a COVID-19 vaccination exemption request must complete the exemption request form as per section 4.5.

Formal exemption is not automatic upon provision of exemption evidence. An exemption can only be granted once a risk assessment has been undertaken and an exemption has been granted in accordance with this policy. Instructions on how to apply for an exemption are outlined below.

For the sake of clarity, a health practitioner or other emergency personnel who attend a Calvary Facility in an emergency situation is not required to be vaccinated for COVID-19 (unless a Legislative Instrument otherwise requires it).

4.2 Requirement to obtain the COVID-19 Vaccination

Obtaining the COVID-19 Vaccination has been deemed an inherent requirement of all roles at Calvary and any worker or candidate refusal to be vaccinated must make an exception request in accordance with this policy.

To meet the COVID-19 vaccination requirement, Calvary Workers are required to obtain the first dose of a COVID-19 vaccination by **1 November 2021 (unless otherwise required by a Legislative Instrument)**.

Calvary Workers must then:

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- Ensure they receive the second dose of the COVID-19 vaccination within the timeframe recommended by the COVID-19 vaccination manufacturer.
- If recommended, ensure they receive any booster shots to maintain vaccinated status for COVID-19.
- Provide evidence of vaccination to Calvary via their immediate manager.

Applicants for employment with Calvary must provide evidence of their COVID-19 Vaccination as part of their employment application. Failure to do so may delay or prevent an application from progressing. All Position Descriptions and job advertisements will reflect this requirement.

Nothing in this policy is intended to force a Calvary Worker to obtain the COVID-19 vaccine against their will. However, due to the COVID-19 vaccination being established as an inherent requirement of Calvary Workers under this policy then failure to obtain the COVID-19 vaccination may result in Calvary's assessment that it has no other option but to terminate a Calvary Workers' employment, contractual engagement or permission to work at Calvary's facilities (as applicable).

Managers may provide their Calvary Workers with Proof of Employment Letters if a particular State/Territory has a priority vaccination scheme for health workers.

4.3 Providing COVID-19 Vaccination Information

Calvary Workers are required to provide Calvary with information and evidence of vaccination to their managers. Workers must provide the evidence of vaccination to their manager upon receiving each dose of a COVID-19 Vaccination including the date of vaccination and the type of vaccination received. As defined, evidence of vaccination provided to Calvary may include the vaccination certificate, statement from the worker's immunisation record or the COVID-19 digital certificate.

Calvary Workers (except Contractors or Calvary Credentialed Health Practitioners) will also send their evidence of vaccination to Payroll at COVIDVaccinations@calvarycare.org.au.

The information collected from employees, students and volunteers will be recorded and maintained confidentially in Calvary's human resource management systems.

Procurement will collect and store information for contractors providing health or other services to Calvary in Calvary's contractor management system.

A data capture process will be identified and utilised to record vaccination status for Calvary Credentialed Health Practitioners.

All data provided by Calvary Workers relating to COVID-19 vaccinations or medical contraindications will be stored and handled in accordance with the Australian Privacy Principles (as they would apply to this form of data). Access to this data is on a 'need to know' basis only.

4.4 Vaccination Pay – Employees only

In order to facilitate employees receiving their COVID-19 vaccination doses in a timely manner and compensate them for obtaining the vaccination outside work hours, Calvary will pay employees an allowance equal to two (2) hours at the employee's base rate of pay (the **COVID-19 Vaccination Allowance**) when:

- Employees receive a COVID-19 vaccine in their own time outside of their rostered hours, either on site, at a vaccination hub, GPs practice or any other venue;
- Employees must provide evidence to their manager of receiving the vaccine, including date and time;
- Managers will confirm employee eligibility to receive the COVID-19 Vaccination Allowance based on the vaccination evidence provided and the employee's roster;

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- Managers will flag payment via a Kronos code as mentioned below;
- For employees who are not on Kronos (e.g. salaried employees), Managers must provide authorisation to Payroll by emailing payrollservicedesk@calvarycare.org.au;
- This payment will be made retrospectively (backpaid) when the employee provides the relevant evidence;
- The COVID-19 Vaccination Allowance shall be payable for each dose of the COVID-19 vaccine.

For clarity, employees who receive the vaccine on site during a normal shift will not be eligible for the payment.

Managers may use their discretion to allow employees to access a local vaccination centre during their shift. If this is the case the employee would not be entitled to an additional payment.

If an employee can demonstrate that they have accessed a vaccination whilst on approved annual leave, they will still be entitled to the COVID-19 Vaccination Allowance.

Upon provision of evidence, service managers are required to facilitate the payments to eligible employees by updating the Kronos system with the pay code **CVVAX**.

4.5 Exemption Requests

Where a Calvary Worker has a **medical contraindication** or **conscientious objection** to the COVID-19 Vaccination, they must make a COVID-19 vaccine exemption request and then participate in a risk assessment process as prescribed by this section of the policy.

Medical Contraindication

Calvary Workers with a medical contraindication to a COVID-19 vaccination must complete the [COVID-19 Vaccination Exemption Request – Medical Contraindication](#) form and must submit it to their manager.

The exemption request must be evidenced with details of their medical contraindication and a medical certificate issued by their Treating Doctor. If a Legislative Instrument requires a prescribed Medical Contraindication Form be completed to be eligible for an exemption then that prescribed form must be used.

All information and documentation concerning the medical contraindication will be treated confidentially.

Employees should note, that in order for Calvary to satisfy its legal requirements and obligations with respect to work health and safety and any current or emerging Legislative Instruments then the outcome of this assessment may impact what roles they can perform at Calvary or their ongoing suitability for employment.

Conscientious Objection

Calvary Workers (other than Contractors) who hold a conscientious objection to COVID-19 vaccination, and who refuse to get vaccinated on these grounds must complete the [COVID-19 Vaccination Exemption Request – Conscientious Objection](#) form and submit it to their manager.

Employees should note, that in order for Calvary to satisfy its legal requirements and obligations with respect to work health and safety and Legislative Instruments, the outcome of this assessment may impact their ongoing suitability for employment.

Assessment of a Vaccination Exemption Request

All exemption requests will be assessed on a case by case basis.

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The COVID-19 Vaccination Exemption Assessment Form is provided to assist completing the risk assessment, which will need to be signed off by the relevant Regional Director of People, Culture and the General Manager, and in the case of a Medical Contraindication, an appropriately qualified Calvary employee.

Exceptions for **Medical Contraindications** will be risk assessed by an appropriately qualified Calvary employee.

Exceptions for **Conscientious Objections** will be risk assessed by the employee's manager with support from People and Culture and, where necessary, an appropriately qualified Calvary employee.

All other exceptions requested by Contractors shall be risk assessed by the appropriate Calvary employee.

Without limitation, Risk Assessments may have regard to the following:

- In the case of employees, any genuine feedback or suggestions they may have in relation to eliminating or mitigating the risk of exposure and transmission of COVID-19 to them in an effort to maintain their employment.
- The level of potential exposure to COVID-19 in the employee's work environment.
- The level of interaction an employee's role required with clinical staff, patients, residents, clients and other visitors to a Calvary facility.
- If the role can be reasonably redeployed to another area of a Calvary facility or location.
- Work health and safety control measures that may be available for the employee in their place of work and whether they are reasonably practicable measures against the spread of COVID-19.
- Any Legislative Instruments applicable to the employee in the circumstances (such as Public Health Orders or Directives that prohibit workers from entering or performing work unless they are vaccinated).

Pending assessment, Calvary will determine what actions or outcomes are necessary to ensure the health and safety of its workers and those it cares for. Those necessary actions or outcomes may include, but are not limited to, a change to work practices, suspension of duties, and termination of employment or a contract for service.

4.6 Contractors

Contractors and other suppliers who are engaged to perform contract work on a Calvary facility are required to provide evidence of vaccination status by **1 November 2021 (unless otherwise required by a Legislative Instrument)**.

Labour-hire agencies will be notified of this policy by the Procurement team and labour-hire workers will be required to provide evidence of vaccination prior to commencing the engagement. This requirement is effective **1 November 2021 (unless otherwise mandated by a Legislative Instrument)**.

Calvary will implement a system for Contractors to provide evidence of vaccination, record such evidence, and risk assess contractor access to a Calvary sites in accordance with this policy.

4.7 Calvary Credentialed Health Practitioners

Calvary Credentialed Health Practitioners will be required to provide evidence of vaccination status to the Credentialing Manager or Service Manager of the Calvary facility by **1 November 2021 (unless otherwise required by a Legislative Instrument including Public Health Orders)**.

A Calvary Credentialed Health Practitioner can make an exemption request. However, a number of State Public Health Orders / Directives are in place and may preclude an unvaccinated Calvary Credentialed Health Practitioners from entering a Calvary facility.

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Calvary will implement a system to appropriately record vaccination status and conduct risk assessments in the event of an exemption request in accordance with this policy.

4.8 Conflicts between this Policy and Legislative Instruments

There may be occasions when a Legislative Instrument made by the Australian Government or a State/Territory Government conflicts with this policy. For example, the date when an employee is required to have their first dose of the COVID-19 vaccine.

Where a Legislative Instrument prescribes more stringent requirements on a Calvary Worker or Calvary itself than prescribed in this policy, then the Legislative Instrument will apply to the extent of any inconsistency.

Where this policy's benefits for Vaccination Pay conflict with a Legislative Instrument to an employee's detriment, then the Legislative Instrument will apply to the extent of any inconsistency.

5 Monitoring and Reporting

- The Payroll Team will provide Service Managers with the employee list and existing vaccine information in the form of a COVID-19 Vaccination Register Template.
- Line Managers and Service Managers must ensure that COVID-19 vaccination status is updated in the COVID-19 Vaccination Register Template in a timely manner and returned to Payroll.
- Service Managers in Residential Aged Care facilities are required to maintain local evidence of vaccination for the purposes of Aged Care Accreditation audits.
- Payroll will update reporting by midday of Friday of each week.
- Vaccination records must be uploaded into in the Human Resource Information System (HRIS) by the Payroll team on Monday of each week.
- For Aged Care employees, in accordance with the Department of Health directions, from 15 June 2021, mandatory weekly reporting of number of workers' vaccinated is required each Tuesday via the [My Aged Care portal](#). This function will be undertaken centrally using reports generated by Payroll from HRIS.
- By **1 November 2021 (unless otherwise required by a Legislative Instrument)**, suppliers must provide Calvary with evidence of COVID-19 vaccination for all contractors who attend a Calvary site in accordance with the risk assessment process.
- COVID-19 vaccination information will be reported to the NELC and RCEO weekly in order to monitor service based compliance.
- Tracking and reporting of COVID-19 vaccination compliance will be recorded in the people dashboard.
- Sensitive medical information provided by the employees must be treated as a confidential personal health record.
- Compliance assessments, vaccination, screening and risk management documentation in personal records should be managed in accordance with the appropriate retention and disposal authorities for personnel records.

6 Definitions

- **Calvary** means Little Company of Mary Health Care Ltd and its associated entities within the meaning of section 50AAA of the Corporations Act.
- **Calvary Credentialed Health Practitioner** means a Specialist with clinical privileges appointed under the *LCMHC Health Practitioner By Laws November 2019* (or its successor).
- **Calvary facility** means all facilities operated by Calvary, including but not limited to:
 - Hospitals;
 - Residential Aged Care;
 - Community Care; and
 - Calvary National Office.
- **Calvary Workers** means those persons who perform work at Calvary health facilities, including:
 - Employees;
 - Volunteers;
 - Students;
 - Contractors providing health or other services to Calvary; or
 - Calvary Credentialed Health Practitioner.
- **Conscientious objection** means a refusal for COVID-19 vaccination for reasons of conscience.
- **Contractors** – means a person engaged by a contract for services and their employees (including sub-contractors, locums, agency workers, General Practitioners (GPs) and clergy/ministers of religion).
- **COVID-19 Vaccination** means government approved vaccination administered to an individual to produce immunity to COVID-19.
- **Employees** means a person engaged by a contract of service with Calvary. This includes Career Medical Officers (CMOs) employed by Calvary.
- **Evidence of vaccination** means a vaccination certificate, statement from the worker’s immunisation record or the COVID-19 digital certificate. COVID-19 digital certificates or vaccination records are obtainable via [MyGov](#) from either My Health Record, Immunisation Register or Medicare, Immunisation History.
- **Legislative Instrument** means:
 - Any Statute, Regulations, legislative instrument, or notifiable instrument made by Parliament or a Minister;
 - Public Health Orders;
 - Directives;
 - Any other like instrument binding on Calvary or its workers;in any State or Commonwealth jurisdiction.
- **Policy position** means the particular position or view taken by Calvary to ensure that the requirements of an outcome area achieved.
- **Service Manager** means the General Manager, Head of Function or Manager in charge of a Calvary facility.
- **Treating Doctor** means a doctor registered with the Medical Board of Australia.
- **Work Health and Safety Laws** means those laws referenced in Section 8 of this policy.

7 Appendices

1. [COVID-19 Vaccination Exemption Request Form \(Medical Contraindication\)](#)
2. [COVID-19 Vaccination Exemption Request Form \(Conscientious Objection\)](#)

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3. COVID-19 Vaccine Exemption Assessment
4. [Mandatory COVID-19 Vaccination Policy Questions and Answers](#)

8 References

- Australian Government, Department of Health: [Information for aged care providers, workers and residents about COVID-19 vaccines](#)
- Australian Capital Territory: [COVID-19 Vaccine](#)
- New South Wales: [Vaccination Requirements for Workers](#)
- Northern Territory: [Freedoms and Restrictions](#)
- Queensland: [COVID-19 Vaccine](#)
- South Australia: [Response and Restrictions](#)
- Tasmania: [Health Care Settings](#)
- [Health Practitioner By Laws, Little Company of Mary Health Care, November 2019](#)
- [Proof of Employment for Residential Aged Care Workers](#)
- **Work Health and Safety Laws** means all of the below:
 - *Work Health and Safety Act 2011* (NSW)
 - *Occupational Health and Safety Act 2004* (VIC)
 - *Work Health and Safety Act 2012* (SA)
 - *Work Health and Safety Act 2012* (TAS)
 - *Work Health and Safety Act 2011* (ACT)
 - *Work Health and Safety (National Uniform Legislation) Act 2011* (NT)
- *Privacy Act 1988* (Cth) and the **Australian Privacy Principles** contained therein.