

**COVID-19 Mandatory Vaccination – Employee Restrictions on Access to Health Care Facilities – Guidelines**

Current version: 17/09/2021

**TEMPLATE – GLOBAL DIRECTIVE (LAWFUL ORDER)**

*[Global Directive to issue from Department of Health and Health Service Providers; or may be tailored as a letter to an individual employee or class of employees.]*

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| [DEPARTMENT/HEALTH SERVICE PROVIDER HEADER] |
| **EMPLOYER DIRECTION – REQUIREMENT TO BE VACCINATED AGAINST COVID-19** |
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| **BACKGROUND**On 23 March 2020, the Minister for Health declared a public health state of emergency with effect from 1.30pm on 23 March 2020 in respect of COVID-19, pursuant to section 167 of the *Public Health Act 2016* (WA) (**Act**). The public health state of emergency applies to the state of Western Australia.The *Health Worker (Restrictions on Access) Directions* *(No 2)* (**Directions**) issued under the Act place access restrictions on unvaccinated health care and health support workers entering or remaining at health care facilities. The Directions were first issued on 1 September 2021 and revised on 16 September 2021.On 16 September 2021, in support of the Directions, the *COVID-19 Mandatory Vaccination and Vaccination Program Policy* (**Policy**) and associated *COVID-19 Mandatory Vaccination – Employee Restrictions on Access to Health Care Facilities – Guidelines* (**Guidelines**) were issued by the Director General, Department of Health in his capacity as System Manager. The Policy requires all employees of [DEPARTMENT/HEALTH SERVICE PROVIDER] to be vaccinated against COVID-19, unless an exemption applies. **INTERPRETATION**The Directions can be found [here](https://www.wa.gov.au/government/publications/health-worker-restrictions-access-directions-no-2). The italicised words in this employer direction have the same meaning as those words have in the Directions.**DIRECTION TO EMPLOYEES**You are directed to be vaccinated against COVID-19 in accordance with the Schedule below, unless you are an ***exempt person*** (that is, you have an exemption under the Directions).**SCHEDULE**Health care workers’ vaccination requirementsA ***health care worker*** required as part of their employment to enter a ***health care facility*** is required to be vaccinated against COVID-19 in accordance with the table below:

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| ***Health care facility*** | **Staged vaccination schedule** |
| ***Tier one health care facility*** | 1 October 2021 – ***Partially vaccinated*** (first dose)1 November 2021 – ***Fully vaccinated*** |
| ***Tier two health care facility*** | 1 November 2021 – ***Partially vaccinated*** (first dose)1 December 2021 – ***Fully vaccinated*** |
| ***Tier three health care facility*** | 1 December 2021 – ***Partially vaccinated*** (first dose)1 January 2022 – ***Fully vaccinated*** |

Health support workers’ vaccination requirementsA ***health support worker*** required as part of their employment to enter a ***health care facility*** is required to be vaccinated against COVID-19 in accordance with the table below:

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| --- | --- |
| ***Health care facility*** | **Staged vaccination schedule** |
| ***Tier one health care facility*** | 1 October 2021 – ***Partially vaccinated*** (first dose)1 November 2021 – ***Fully vaccinated*** |
| ***Tier two health care facility*** | 1 December 2021 – ***Partially vaccinated*** (first dose)1 January 2022 – ***Fully vaccinated*** |
| ***Tier three health care facility*** | 1 December 2021 – ***Partially vaccinated*** (first dose)1 January 2022 – ***Fully vaccinated*** |

**EVIDENCE OF *VACCINATION STATUS***Employees who are a ***health care worker*** or a ***health support worker*** are required to produce for inspection and recording, evidence in the form approved by the ***Chief Health Officer*** that they have been vaccinated against COVID-19.Evidence of your ***vaccination status*** is to be produced both for the purpose of enabling [DEPARTMENT/HEALTH SERVICE PROVIDER] to comply with its obligations under the Directions and for the purpose of ensuring compliance with this employer direction.You are required to provide evidence of your ***vaccination status*** by [DD/MM/YYYY] to [DEPARTMENT/HEALTH SERVICE PROVIDER].*[Delete paragraph above or below as required.]*You will be required to provide evidence of your ***vaccination status*** where requested by [DEPARTMENT/HEALTH SERVICE PROVIDER]. Information regarding proof of vaccination is available on the [WA Government website](https://www.wa.gov.au/government/publications/health-worker-restrictions-access-directions-no-2). Further information is also included in the [Frequently Asked Questions](https://ww2.health.wa.gov.au/Articles/A_E/Coronavirus/COVID19%20vaccination%20program/Directions-for-healthcare-and-health-support-workers) for the Directions.**EXEMPTIONS**Employees who are an ***exempt person*** are required to provide proof of their ***medical exemption*** or ***temporary exemption***.If an employee is an ***exempt person***: * they are not required to be ***partially vaccinated*** or ***fully vaccinated***; and
* they are required to comply with the terms and conditions of any exemption.

You are required to provide evidence of your status as an ***exempt person*** by [DD/MM/YYYY] to [DEPARTMENT/HEALTH SERVICE PROVIDER EMAIL].*[Delete paragraph above or below as required.]*You will be required to provide evidence of your status as an ***exempt person*** where requested by [DEPARTMENT/HEALTH SERVICE PROVIDER]. Information regarding applying for an exemption is available from the [WA Government website](https://www.wa.gov.au/government/publications/health-worker-restrictions-access-directions-no-2) and [Australian Government website](https://www.servicesaustralia.gov.au/individuals/topics/immunisation-medical-exemptions/40531). Further information is also included in the [Frequently Asked Questions](https://ww2.health.wa.gov.au/Articles/A_E/Coronavirus/COVID19%20vaccination%20program/Directions-for-healthcare-and-health-support-workers).The process for managing exempt persons is set out in section 11 of the Guidelines. **FURTHER INFORMATION** A Frequently Asked Questions document about the Directions for employees is available on the [vaccination information for health workers intranet site](https://healthpoint.hdwa.health.wa.gov.au/workingathealth/COVID-19/Pages/Vaccination-information-for-health-workers.aspx).[INSERT DEPARTMENT/HEALTH SERVICE PROVIDER SPECIFIC INFORMATION LINKS AS REQUIRED] |
| [Name]**[POSITION]**  |

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| **Message Authorised by:** |