

**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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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 requirements  A ***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:   |  |  | | --- | --- | | ***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 requirements  A ***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:   |  |  | | --- | --- | | ***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]** | |
| **Message Authorised by:** |