

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

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**TEMPLATE – NOTIFICATION TO EMPLOYEE OF COMMENCEMENT OF PRELIMINARY ACCESS RESTRICTION PERIOD**

*[Pro forma to be read or handed out to an individual employee who wrongfully presents for work].*

Dear Employee

**COMPLIANCE WITH THE HEALTH WORKER (RESTRICTIONS ON ACCESS) DIRECTIONS (NO 2) – COMMENCEMENT OF PRELIMINARY ACCESS RESTRICTION PERIOD**

On 2 September 2021, the Director General and Chief Health Officer notified all employees of the WA health system by email that they would soon be required to be fully vaccinated against COVID-19.

The *Health Worker (Restrictions on Access) Directions (No 2)* (**Directions**) provide access restrictions to health care facilities for unvaccinated employees, including public and private hospitals and public health service facilities.

The System Manager subsequently issued the *COVID-19 Mandatory Vaccination and Vaccination Program Policy* (**Policy**) which makes it mandatory for all employees in the WA health system to be vaccinated against COVID-19 unless they have an exemption under the Directions.

On [DD/MM/YYYY], the [DIRECTOR GENERAL/CHIEF EXECUTIVE] of [DEPARTMENT/HEALTH SERVICE PROVIDER] issued a lawful order to [YOU/ALL EMPLOYEES OF DEPARTMENT/HEALTH SERVICE PROVIDER] which directed you to be vaccinated against COVID-19 by the dates outlined in the table below, unless you were deemed to be an exempt person under the Directions.

|  |  |  |
| --- | --- | --- |
| Health care facility | Health care workers | Health support workers |
| Tier 1 | 1 October 2021 – First dose 1 November 2021 – Fully vaccinated | 1 October 2021 – First dose 1 November 2021 – Fully vaccinated |
| Tier 2 | 1 November 2021 – First dose 1 December 2021 – Fully vaccinated | 1 December 2021 – First dose 1 January 2022 – Fully vaccinated |
| Tier 3 | 1 December 2021 – First dose 1 January 2022 – Fully vaccinated | 1 December 2021 – First dose 1 January 2022 – Fully vaccinated |

In accordance with the table above, the access restrictions and requirement for employees to be vaccinated came into effect at **12.01am on** [DD/MM/YYYY]. Your duty as an employee carries with it the obligation to obey lawful and reasonable orders. Our records indicate that you have not met the requirements of the lawful order, consequently you have not met the requirements of the Directions nor the Policy.

**An unvaccinated employee (without an exemption) cannot access a Tier [ONE/TWO/THREE] site of a health care facility as set out in the staged approach in the Directions.**

It is an offence to fail to comply with the Directions without a reasonable excuse, punishable by a fine of up to $20,000. Furthermore, this may be considered an act of misconduct, consistent with the [DEPARTMENT/HEALTH SERVICE PROVIDER] [INSERT RELEVANT DISCIPLINE POLICY AND/OR APPLICABLE LEGISLATION].

As outlined in section four of the *COVID-19 Mandatory Vaccination - Employee Restrictions on Access to Health Care Facilities – Guidelines*, unvaccinated employees will be allowed to remain away from the workplace for a period of two weeks without disciplinary action being commenced.

During this two-week preliminary access restriction period (PARP), you are not entitled to be paid for the period of time that you are unable to attend work due to being unvaccinated. You may apply to your line manager for an appropriate form of leave (e.g. annual leave or long service leave) during the two-week PARP. Applications for leave will be considered on a case by case basis.

If your circumstances have changed and you can provide evidence of vaccination, or you have been granted an exemption, please contact [INSERT CONTACT] and provide such evidence as a matter of urgency.

Upon expiry of the two-week PARP, [DEPARTMENT/HEALTH SERVICE PROVIDER] may initiate disciplinary proceedings.

I understand this matter may be concerning for you. If you feel you would benefit from counselling and support I encourage you to access the confidential service offered by the Employee Assistance Program. To access these services contact either Converge International on 1300 687 327 or Optum on 1300 361 008.

[NAME]

**[POSITION]**

**[HEALTH SERVICE PROVIDER]**