

# LCS COVID-19 STAFF VACCINATION POLICY

**Created: 8th Dec 2021**



LAUNCESTON  
CHRISTIAN  
SCHOOL

## **POLICY STATEMENT AND OBJECTIVES**

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Launceston Christian School (**the School**) is committed to the health and safety of its staff, students and broader school community, which includes preventing the spread of diseases such as COVID-19 on campus and amongst members of the school community.

The School has decided that the most effective way to meet its workplace health and safety obligations, and its duty of care to students, is to strongly encourage that staff are vaccinated against COVID-19. This policy sets out the measures which the School is taking to ensure that staff are vaccinated, and outlines the limited exemptions which are available.

This decision reflects the high risk of COVID-19 infection in the context of a public-facing school environment which requires staff – during on campus learning – to regularly come into contact each day with a large section of the school community (including staff, students and parents), having regard to the increased rates of community transmission of the Delta variant of SARS-CoV-2, as well as the increased health risks of the virus to people who might not previously have been considered to be vulnerable. It also reflects the duty of care owed by the School to its staff and students.

This policy will remain in place until either:

- Public Health mandate the requirement for school staff who do not have a medical exemption to be vaccinated, or
- The director of Public Health rescinds the Public Health Emergency order for Tasmania, or
- The Board of Launceston Christian School reviews or revokes this policy.

## **SCOPE**

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This policy applies to all staff, including:

- any person employed by or on behalf of the School;
- any person engaged to provide services to or at the School, regardless of whether in a paid or volunteer role; and
- any person undertaking a placement, or work experience, at the School as part of their formal education.

## **DEFINITIONS**

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**COVID-19 vaccination** means a COVID-19 vaccine approved by the Therapeutic Goods Administration for use in Australia, or where a person has been vaccinated overseas, a World Health Organisation-COVAX approved COVID-19 vaccine.

## COVID-19 VACCINATION REQUIREMENTS

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COVID-19 vaccinations are an effective way of reducing the risk of spreading COVID-19 between staff and students and the community at large. COVID-19 vaccinations can also reduce the severity of the impact that COVID-19 has on people, if they contract the virus.

The School recognises that having a vaccination, including the COVID-19 vaccination, is a personal choice. However, the School has decided to introduce a requirement that:

- from 15<sup>th</sup> December 2021 staff may only enter the School premises to perform their duties if they have received at least the first dose of a COVID-19 vaccination; and
- from 31<sup>st</sup> January 2022 staff may only enter the School premises to perform their duties if they have at least the second dose of a COVID-19 vaccination,

unless they are covered by an exemption set out in the exemptions requirements in the next section.

This is a lawful and reasonable requirement that the School is implementing to keep its staff, students and broader school community safe. It is also an important aspect of the School's compliance with its duty of care to students, and obligations under workplace health and safety laws to take reasonable steps to prevent the spread of COVID-19 in the workplace.

To ensure that they have had at least the first dose of a COVID-19 vaccination by 15<sup>th</sup> December 2021, staff should take the following steps (if they have not done so already):

- If relevant, seek medical advice regarding the COVID-19 vaccination, as it relates to you.
- Where you do not fall within one of the exemptions outlined in the next section, make appointments to receive your first and second doses of the COVID-19 vaccination.
- If you have trouble making an appointment, please contact your manager.
- When you receive your first and your second COVID-19 vaccination dose, ensure that you keep a record of these.
- Provide the School with confirmation that you have received your COVID-19 vaccination, after both your first and second dose.

All employees will be allowed paid time off to attend an appointment to receive their COVID-19 vaccination upon providing proof of this appointment.

Staff can access COVID-19 vaccinations at various locations including vaccination hubs, roving clinics, general practices, some pharmacies. The dedicated **COVID-19 Vaccine Helpline 1800 020 080** (select option 2) can answer any questions you may have about vaccination and can help you book a vaccination appointment. Vaccinations are free, and you do not need a Medicare card to make an appointment or receive the vaccination.

If you believe you are exempt from the School's vaccination requirements, as set out below, or if you choose not to be vaccinated, you should promptly notify our Principal Adrian Bosker, before 15<sup>th</sup> December 2021.

## **EXEMPTIONS FROM COVID-19 VACCINATION REQUIREMENTS**

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A member of staff may enter, engage in work or duties, or provide services at the School, despite not meeting the vaccination requirements above if:

- the staff member is unable to receive a COVID-19 vaccination because the staff member has a recognised medical contraindication (a medical condition that prevents them from receiving the vaccination) and provides a medical certificate from a registered medical practitioner:
  - certifying that the staff member is unable to receive the COVID-19 vaccination because they have a recognised medical contraindication;
  - indicating whether the medical contraindication will permanently or temporarily prevent COVID-19 vaccination; and
  - if the medical contraindication only temporarily prevents a COVID-19 vaccination, specifying when the staff member may be able to receive the COVID-19 vaccination; or
- the staff member is pregnant and provides evidence to the School that a registered medical practitioner has advised against vaccination due to the pregnancy, and specifying when the staff member may be able to receive the COVID-19 vaccination.

The best way to provide this evidence is by asking your medical practitioner to complete the 'COVID-19 Vaccine Medical Contraindication Form' attached.

If a registered medical practitioner certifies that a staff member has a temporary medical contraindication, which makes them unable to receive the COVID-19 vaccination, any exemption based on this only applies for the period specified in the medical certificate provided by the medical practitioner. If the medical reason continues beyond that period, the staff member must provide a new medical certificate from their doctor, regarding the medical contraindication.

- In the case of a conscientious objection about receiving a COVID-19 vaccination, staff must inform the school of their objection as soon as reasonably practical by completing the attached COVID-19 Exemption Request Form (Conscientious Objection) form. (Existing staff must do so before 15<sup>th</sup> December, 2021)

## **UN-VACCINATED WORKERS WITHOUT AN EXEMPTION**

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Staff members who are not exempt, and who choose not to have a first dose of the COVID-19 vaccination by 15<sup>th</sup> December 2021, or their second dose of the COVID-19 vaccination by the 31st January 2022 will not be able to attend the School campus, or other locations where school activities are performed (including sport, co-curricular activities, camps and excursions), to provide the duties associated with their position at the School.

If the member of staff is an employee, they will be provided with an opportunity to discuss their circumstances with their manager and any alternative options which may be available, including:

- alternative work arrangements, subject to the operational needs of the School (which typically do not support remote work arrangements when on-campus learning is taking place); and
- the staff member taking accrued annual or long service leave.

Any decision regarding alternative options will be at the absolute discretion of the School, subject to its legal obligations.

Where an employee, other than those on authorised leave, has not submitted evidence that they are fully vaccinated by the required date they will not be able to attend work, will be stood aside and not be paid.

Employees who are on authorised leave on the required date will not be able to return to work at the end of their leave period if they have not provided evidence of full vaccination, and will be stood aside and not paid from the date they were due to return to work.

Where an employee has been stood aside and continues to not provide evidence of vaccination, they will be issued with a Lawful and Reasonable Direction to comply with the vaccination requirement. Failure to comply with this direction may constitute a breach of the Code of Conduct and may result in termination of employment.

## **RECORD KEEPING**

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Staff must provide evidence of their COVID-19 vaccination status or the reasons for their exemption as soon as possible, and by no later than 15<sup>th</sup> December 2021.

The purpose of collecting this information is:

- to ensure that the School knows who is eligible to attend the campus under this policy; and
- to enable the School to manage the risks to staff, students and the community arising from COVID-19, including preparing for any possible future outbreaks.

Evidence of a COVID-19 vaccination can include:

- a vaccination certificate or other evidence from a vaccine provider;
- an immunisation history statement which can be accessed from Medicare online or the Express Plus Medicare mobile app;
- a statement of your vaccination history on request from the Australian Immunisation Register;
- a record from a health practitioner.

When collecting your vaccination information, the School will comply with its Privacy Policy, which can be located on the [schools website](#). Your vaccination information will be provided to the HR Department, and to the Principal. De-identified information about staff vaccination levels will be provided to the School Board.

Your vaccination information will be securely stored and kept confidential and will only be accessible to people who are required to access it. You can request to access your vaccination record information at any time and can also request that any relevant updates are made to it.

## **NEW EMPLOYEES**

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Staff engaged after 31st January 2022 will also be required to comply with the COVID-19 vaccination requirements. These requirements must be met before the employee commences their employment.

## **REFERENCES**

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### **Legislation**

[Tasmania Public Health Directions](#)

### **Links**

[Are COVID-19 vaccines safe?](#)

[Australian Immunisation Register](#)

[COVID-19 vaccine information in your language](#)

[The Fair Work Ombudsman's guidance on COVID-19 vaccinations](#)

# VACCINE MEDICAL CONTRAINDICATION

## To whom it may concern,

I am a registered medical practitioner. I certify that,

Given name: \_\_\_\_\_ Family name: \_\_\_\_\_

DOB:        /        /                      Sex:  Male  Female  Prefer not to say

Residential address: \_\_\_\_\_  
 \_\_\_\_\_

## SECTION A – MEDICAL CONTRAINDICATION

Has a history of anaphylaxis to any component of recommended COVID-19 vaccines and a suitable alternative COVID-19 vaccine is not available.

**OR**

## SECTION B – TEMPORARY MEDICAL EXEMPTION

Has the following medical condition(s) and is exempt from receiving COVID-19 vaccination until:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Acute major illness, being: \_\_\_\_\_

Significant immunocompromise of short duration, being: \_\_\_\_\_

Other medical condition requiring temporary vaccine exemption, being: \_\_\_\_\_

Has had a severe adverse event attributed to a previous dose of COVID-19 vaccine, and is awaiting assessment by the Tasmanian Specialist Immunisation and Allergy Clinic.

Confirmed SARS-CoV-2 infection in the past 6 months. Date of infection:        /        /

## Medical practitioner details

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Registration No.: 

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Signature: \_\_\_\_\_ Date:        /        /



## COVID-19 Exemption Request Form (Conscientious Objection)

### RELATED POLICY

This form is covered by LCS COVID-19 Vaccination Policy.

### INFORMATION ABOUT THIS FORM

A Conscientious Objection in relation to the COVID-19 vaccine is when you are making a personal choice to not obtain the COVID-19 vaccine.

If your treating medical doctor has advised you to not obtain any of the COVID-19 vaccines because of a medical condition or medical treatment you are undertaking then you must lodge the *COVID-19 Exemption Request Form (Medical Contraindication)* with the required medical evidence.

If you intend to make an Exemption Request, your completed form must be returned to Adrian Bosker as soon as possible.

### Exemption Request Information

1. I have spoken to a registered medical practitioner in relation to my questions and concerns regarding the COVID-19 Vaccine.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. I have read and understood the requirements of the LCS COVID-19 VACCINATION POLICY Note: You are <u>not</u> being asked to agree with the policy.	<input type="checkbox"/> Read & Understood
3. I understand that LCS has introduced the COVID-19 Vaccination Policy to comply with its legal duties to eliminate or minimise (as much as reasonably practicable) the spread and health impact of the COVID-19 virus on me and LCS staff, students and school community.	<input type="checkbox"/> Understood
4. I understand that LCS will be storing Staff COVID-19 vaccination data in accordance with the Australian Privacy Principles (as applicable).	<input type="checkbox"/> Understood
5. I understand that LCS is not administering the COVID-19 Vaccine or physically forcing me to receive the vaccine against my will.	<input type="checkbox"/> Understood
6. I understand that providing this Form does not guarantee my ongoing employment and it is <u>possible</u> that Public Health advice may result in the school having to terminate my employment as a result of not obtaining the COVID-19 vaccine.	<input type="checkbox"/> Understood

### Employee Declaration

I declare that I have read and understood the above information and my answers above are truthful:

Name		Date	
Signature			

### Office Use Only

Date and Time Received:		Principals Initials:	
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