**INSERT LETTERHEAD**

[insert employee name]

[insert employee address]

## [insert SUBURB STATE POSTCODE]

Dear [insert employee name],

# COVID-19 Vaccination Policy

As part of our continual pursuit to adopt best practice policies and procedures throughout our organisation, we are introducing a COVID-19 Vaccination Policy.

A copy of [insert name of store]’s COVID-19 Vaccination Policy is attached.

[Insert name of store] is dedicated to ensuring the health and wellbeing of all staff members, and therefore encourage staff members to be vaccinated against COVID-19. This policy should be read as a general guide to the standards required and should be read with any other current policies.

If you have any questions about the policy, please seek advice from your manager. Please also ensure that you are familiar with its contents and file it with your employee records for future reference.

Please sign the COVID-19 Vaccination Policy below and hand the signed copy back to me.

Your sincerely

[insert name of store owner]

[insert position of store owner]

[insert store Name]

[insert store’s letterhead]

**COVID-19 Vaccination Policy**

***Scope of this policy***

This policy applies to all employees of [insert business name Pty Ltd] T/A [insert trading name].

***Overview***

At [#insert name of store], we have an obligation to provide and maintain a working environment that is safe and free of risks to health to all our staff and customers.

Our Company is dedicated to preventing the transmission of COVID-19 in the workplace. Our Company is also committed to ensuring the health and safety of our employees in the workplace or arising out of work performed. As such, our Company is implementing a COVID-19 Vaccination Policy to meet our health and safety obligations and to reduce risks posed by COVID-19 on employees and on the business.

***COVID-19 vaccination***

All employees are **strongly encouraged** to be fullyvaccinated against COVID-19 by [insert date] latest.

Receiving the COVID-19 vaccine is crucial in reducing COVID-19 related harm by preventing serious illness and death, and, as much as possible, disease transmission. The Company urges all employees to consider their health and safety obligations to themselves and their colleagues. The Company recommends that receiving the COVID-19 vaccination will assist employees in meeting their health and safety obligations.

The Company understands that receiving the COVID-19 vaccine will be unsuitable for some employees, particularly those with valid reason not to receive the vaccine – such as those with health conditions that render the COVID-19 vaccinations unsuitable or those with exemptions on medical grounds (e.g. anaphylaxis after a previous dose of a vaccine).

For employees who decide not to get the COVID-19 vaccination, the Company encourages them to seek advice from a health practitioner about the about theirvalid reason for not doing so.

***{OPTIONAL} Incentives for vaccinations***

The Company may at its discretion provide the following incentive(s) to encourage employees to be fully vaccinated against COVID-19:

* {INSERT DETAILS}

In order to be eligible for the above incentive(s), the employee must be fully vaccinated by {insert date}. In order to determine eligibility for the above incentive(s), the Company may at its discretion inquire as to your vaccination status and require reasonable evidence of your vaccination status.

We confirm that all evidence and information provided of vaccination statuses will be handled in accordance with the *Privacy Act 1988* (Cth).

***{OPTIONAL} Paid absences for COVID-19 vaccination appointments***

Employees are encouraged to book their COVID-19 vaccination appointments outside of their rostered hours. However, in order to encourage employees to obtain the COVID-19 vaccine, the Company will permit employees to be absent from work with full pay in order to attend a COVID-19 vaccination appointment scheduled during rostered hours. In order to be eligible for this, you may be required to provide reasonable evidence of your vaccination appointment to your Supervisor. If eligible, time spent in attendance at a COVID-19 vaccination will not be deducted from any leave accrual.

***{OPTIONAL} Absences for*** ***COVID-19 vaccination appointments***

Employees are encouraged to book their COVID-19 vaccination appointments outside of their rostered hours. However, if employees are unable to book their COVID-19 vaccination appointments outside of their rostered hours, employees are permitted to use their annual leave accrual for the time spent in attendance.

Casual employees and permanent employees who have exhausted their annual leave accruals will not be entitled to pay for the time spent in attendance at a COVID-19 vaccination appointment.

***Other matters***

We aim to facilitate open and honest communication with our employees. We encourage you to keep us informed of all work-related matters. Your Supervisor is available for any queries you have in respect of the COVID-19 vaccine and this Policy.

We may amend or replace this policy from time to time. Employees will be provided with an updated copy should this occur.

Yours sincerely

Name of store owner

Position of store owner

Store Name

 **WORKPLACE PARTICIPANT ACKNOWLEDGEMENT**

I acknowledge that I have read [insert trading name]’s COVID-19 Vaccination Policy and have been given a copy of the policy for my records.

I confirm that I understand the information contained in the policy and agree to comply with its terms.

Signed by: …………………………………………………….

Employee Name: …………………………………………………….

Dated: …………………………………………………….