

# COVID-19 VACCINATION POLICY

## 1. OVERVIEW

This policy applies to all current and prospective selectability employees, volunteers, students, board members and contractors (for the purpose of this policy known as “selectability people”, or “selectability person”) and outlines how they are required to comply with the mandatory COVID-19 vaccination.

selectability is required to comply with the Queensland public health directive *Workers in a healthcare setting (COVID-19 Vaccination Requirements) Direction*. This policy sets out how selectability meets its obligations to comply with the health directive.

Refer to Section 11 for definitions used throughout this policy.

## 2. PURPOSE

This policy directs how selectability endeavours to safeguard the health, safety and wellbeing of our consumers and selectability people, regardless of their culture, gender identification or nationality.

The purpose of this policy is to outline the COVID-19 vaccination requirements for all selectability people, who are required to enter a selectability building to carry out their work and/or provide healthcare to selectability consumers.

## 3. SCOPE

This policy applies to all selectability people and compliance is mandatory.

## 4. RISK MANAGEMENT

The COVID-19 virus poses a serious risk to the health and safety of selectability people, consumers and the community we operate in.

The consumer’s selectability support may be in a high risk group of severe illness or even death, if they contract COVID-19.

selectability has a duty under the *Work Health and Safety Act 2011* to eliminate, or if that is not reasonably practical, to minimise the risk of exposure to COVID-19 in the workplace. selectability is also required to comply with the *Workers in a healthcare setting (COVID-19 Vaccination Requirements) Direction* which imposes specific obligations in relation to mandatory vaccinations in the healthcare settings.

According to Queensland Government advice, medical research shows the COVID-19 vaccination is the best defence against these risks, to protect selectability people, consumers and the community we operate in, from COVID-19 infection and to manage the spread of COVID-19.

## 5. REQUIREMENTS FOR THE VACCINATION

5.1 Under the Queensland public health directive *Workers in a healthcare setting (COVID-19 Vaccination Requirements) Direction*, a worker in healthcare must not enter, work in, or provide

services in a healthcare setting unless the worker in healthcare complies with the COVID-19 vaccination requirements.

5.2 All current and prospective selectability people, who are included in Table 1, are required to comply with the mandatory COVID-19 vaccination direction. For employees and board members, this is a condition of employment or appointment.

**Table 1 – Cohorts required to comply with the COVID-19 vaccination**

COVID-19 vaccination cohorts, required to comply with the COVID-19 vaccination	
Cohort	Description
Employees, volunteers, students and board members working from a selectability building	All employees, volunteers, students and board members who work from, or enter a selectability building, including, but not limited to offices, clubhouses, mental health hub, bike shed, or supported independent living, as part of their requirements for work
Employees, volunteers, students and board members providing support in the community, or in home	All employees, volunteers, students and board members, who provide in person support to consumers in the community or, in home
Employees, volunteers, students and board members entering a healthcare setting	All employees, volunteers, students and board members, who are required to enter a healthcare setting ( <i>see definition in section 11</i> ), as part of their requirements for work
Contractors	All contractors engaged by selectability to carry out healthcare services ( <i>see definition in section 11</i> ), within a selectability building; or in person in the community, or in home. This includes, but is not limited to medical care, allied healthcare, other healthcare, psychological therapy, support services and personal care and disability support services

5.3.i Current selectability people who are included in the cohorts listed in Table 1, are required to have the prescribed doses of the COVID-19 vaccine by 15 December 2021. The prescribed number of doses is two, plus the prescribed booster dose, as recommended by the Australian Technical Advisory Group on Immunisation, and.

5.3.ii From 23 December 2021 selectability people who are included in the cohorts listed in Table 1, are required to be **fully vaccinated** against COVID-19. **Fully vaccinated** is the prescribed number of doses of the COVID-19 vaccine and one week has passed.

5.4 Evidence of the vaccine must be emailed to [HR@selectability.com.au](mailto:HR@selectability.com.au) as soon as is reasonably practicable but, no later than 7 days of receiving the first dose, second dose and prescribed booster doses, as recommended by the Australian Technical Advisory Group on Immunisation.

5.5 New selectability people, who are included in the cohorts listed in Table 1 and are engaged from 16 December 2021 onwards, will be required to be fully vaccinated against COVID-19 and provided evidence of maintaining the vaccination protection, in accordance with the recommendation from by the Australian Technical Advisory Group, prior to commencement. For employees and board members, this is a condition of employment.

## 6. EXEMPTIONS

6.1 Where a selectability person is unable to be vaccinated, they are required to complete the [COVID-19 vaccine exemption application form](#).

6.2 Exemptions will be considered in the following circumstances:

- Where a current employee has a recognised medical contraindication

6.3 Exemption applications which relate to a medical contraindication, must include a medical certificate from a registered medical practitioner stating the medical contraindication. The medical certificate must state:

- That the selectability person is unable to receive any COVID-19 vaccination because they have a recognised medical contraindication to the vaccine; and
- If the medical contraindication, preventing the selectability person from receiving the COVID-19 vaccine, is permanent, or temporary; and

If the medical contraindication is temporary, the medical certificate must state:

- When the selectability person may be able to receive the COVID-19 vaccine.

If the medical contraindication continues beyond the specific period, the selectability person must provide a new medical certificate from a registered medical practitioner and submit it with a new exemption application form, 7 days prior to the current approved exemption expiring.

6.4 If an exemption is approved and the selectability person is approved to remain working in a healthcare setting, they must:

- Use personal protective equipment (PPE) consistent with the PPE guidelines implemented and amended by Queensland Health – *Personal protective equipment in healthcare deliver, community health and in-home care settings, correctional services* and *Personal protective equipment in residential aged care and disability accommodation services*, **and**
- Undertake a daily COVID-19 polymerase chain reaction (PCR) test for each day working at a healthcare setting and provide their COVID-19 PCR test results to their team leader as soon as reasonably practicable after the test result is received.

6.5 selectability will assess all applications for an exemption individually, however, for operational reasons selectability will not approve any staff to work from home on a permanent basis.

6.6 If a selectability person is granted an exemption, they will have to comply with the details outlined in the exemption, for the duration of the exemption.

6.7 To allow time for exemptions to be assessed prior to 15 December 2021, the selectability person, must submit the completed exemption form, as soon as reasonably practicable, but no later than 9 December 2021.

## 7. EVIDENCE OF COVID-19 VACCINATION

7.1 In accordance with clauses 5.4 and 5.5, current and prospective selectability people, must provide evidence of the COVID-19 vaccination to [HR@selectability.com.au](mailto:HR@selectability.com.au) within 7 days of receiving each prescribed dose.

7.2 Evidence of receiving the COVID-19 vaccination include:

- COVID-19 digital certificate, which can be downloaded via MyGov, or
- Immunisation history statement, or
- International COVID-19 vaccination certificate for overseas travel, which can be downloaded via My Gov.

## 8. RECORD KEEPING

8.1 The COVID-19 vaccination record will be stored in accordance with the *Information Privacy Act 2009*, *Public Records Act 2002* and selectability's Privacy Policy.

8.2 The vaccination record will be securely stored in TRACCS, human resource file and/or contractor file, which are secure and only accessible by authorised persons.

8.3 Vaccination records may be provided to government departments, or funding bodies, for reporting purposes, in relation to selectability contract requirements.

8.4 Evidence of exemptions and supporting information will be kept by selectability, for all current and prospective selectability people.

## 9. BREACH OF POLICY

9.1 Vaccination status of employees, volunteers, students, board members and contractors will be monitored.

9.2 Any selectability person, who has not provided evidence of their prescribed doses of the COVID-19 vaccine, or does not have an approved exemption by 4.00pm 15 December 2021, will not be able to attend a selectability workplace and/or perform healthcare work for selectability from 16 December 2021.

9.3 Any selectability employee or board member not compliant with 9.2 above, will be unable to attend or perform work from 16 December 2021. The person will be able to access accrued leave entitlements if they wish or will be on unpaid leave until such time as the matter of their employment can be resolved which may be by way of termination.

9.4 Any employee or board member who is identified as breaching this policy, will be subject to appropriate disciplinary action, which could include termination of employment or appointment.

9.5 Any student or volunteer who is identified as breaching this policy will be subject to their agreement being terminated.

9.6 Any contractor who is identified as breaching this policy will have their contract with selectability withdrawn, or terminated.

## 10. FURTHER INFORMATION

10.1 For further information relating to this policy please contact your General Manager or [HR@selectability.com.au](mailto:HR@selectability.com.au) .

## 11. DEFINITIONS

**COVID-19 PCR Test** – means tested for COVID-19 with an oropharyngeal and deep nasal swab for polymerase chain reaction (PCR) testing, undertaken in a clinical setting and does not include a self-test.

**COVID-19 vaccine**- is a vaccine for COVID-19 that is approved for use in Australia or recognised by the Therapeutic Goods Administration.

**Disability support services**- means in person supports related to a person's disability, including:

- Assistance with daily life tasks – for example, assistance with everyday needs, cooking, household cleaning and yard maintenance,
- Community access and centre based activities
- Specialist supported employment which assist people with disability in their workplace to perform their work tasks
- Assistance with daily personal activities for example, assisting a person with personal care, showering, dressing and eating
- Community nursing care
- Therapeutic supports

**Fully Vaccinated** – means a person has received the prescribed number of doses of a COVID-19 vaccine and one week has passed.

**Healthcare** – means services, support and medical treatment provided to a person to support, promote or improve their health and wellbeing and includes:

- Medical care
- Allied healthcare
- Other healthcare, support services and personal care
- Disability support services

**Healthcare setting**- means a setting or premises where healthcare is ordinarily provided by a healthcare professional, but does not include:

- A health centre within a corrective services facility; or
- A person's home or an office building where telehealth is provided entirely from that place and there is no face to face contact with patients, clients and others accessing the healthcare; or
- A part of a healthcare setting that is not co-located and meets the following requirements:
  - a) Be unoccupied by users and workers of a healthcare setting; and
  - b) Be physically separated from the occupied part of the healthcare setting or be secured and delineated so that users and workers of the healthcare setting cannot enter; and
  - c) Not have shared points of access with the users and workers of the high-risk setting; and
  - d) Not be accessed by a person who uses the facilities (for example, toilets or lunchroom) in the healthcare setting.

Examples of healthcare settings include:

- Public hospitals, public health clinics, ambulance services, patient transport services and other health services, or
- Private health facilities, such as private hospitals or day procedure centres, or specialist outpatient services, or
- Residential aged care facilities,
- Shared disability accommodation services,
- Private provider facilities, such as general practitioners, private nurse offices and allied health consulting offices, pharmacies, optometrists, dental surgeries and private pathology centre, or
- Not for profit health organisations providing public healthcare under a service agreement with any State or Commonwealth agency, including Aboriginal and Torres Strait Islander Community Controlled Health Service, or
- Non-Government Organisations (NGO) delivering healthcare services, for example Alcohol and other Drugs residential rehabilitation and treatment services; hospital and other public healthcare services on a Hospital and Health Services campus e.g. integrated mental health step up step down models, or
- Education settings within a healthcare setting, or
- Outreach services in other settings, including in home healthcare services, or
- Australian Red Cross Lifeblood collection centres
- Disability support services delivered in the home, or
- Aged care services funded by the Australian Government and delivered in the home
- School based healthcare, including in special schools
- Healthcare services provided in other settings such as gyms, or
- Mobile services such as mobile dental clinic van or mobile health promotion van

**Medical contraindication** – means a person has a current

- COVID-19 vaccine medical exemption recorded on the Australian Immunisation Register, or
- **Australian Immunisation Register (AIR) immunisation medical exemptions form** completed and signed by the eligible health professional for the COVID-19 vaccine.

**selectability people** – means all selectability employees, volunteers, students, board member and contractors.

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