

COVID-19 Vaccination

Procedure



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1 Purpose

The purpose of this Procedure is to ensure that those who fall within the scope of the Catholic Education South Australia COVID-19 Vaccination Policy are provided with information to inform them of their obligations to comply with the requirements for COVID-19 vaccination and the provision of evidence of vaccination for the purposes of ensuring compliance with the Policy and this Procedure.

2 Scope

This Procedure is applicable to all employees, contractors and volunteers working for or engaging with the employer (“Workers”).

The Procedure also extends to hirers or users of the facilities of the employer and non-incidentals visitors to the employer (“Others”).

This Procedure may be adopted by separately governed schools.

3 Policy Supported

This Procedure supports the Catholic Education South Australia COVID-19 Vaccination Policy.

4 Definitions

“ATAGI” means the Australian Technical Advisory Group on Immunisation.

“Facilities” includes any part of the precincts of the buildings or grounds of CESA schools and sites.

“Fully Vaccinated” means having completed a course (being 1 dose of a single-dose vaccine, or 2 doses of a double-dose vaccine, in accordance with the schedule recommended by ATAGI) of a TGA-approved or recognised COVID-19 vaccine.

“Incidental visitors” are defined as couriers, delivery persons, emergency maintenance workers, emergency services or others deemed by the Directors (or delegate) to be incidental.

“Medical Contraindication to Vaccination” means one of the contraindications outlined in formal clinical advice from the Australian Department of Health to vaccine providers based on advice from the TGA and ATAGI.

“Others” are defined as external hirers, presenters, speakers, users of our facilities including attendees at conferences, meetings, professional development sessions, seminars and other functions and employees of building and maintenance companies conducting works at our sites but excluding incidental visitors or those who are not able to receive vaccination due to age or medical exemption.

“TGA” means Therapeutic Goods Administration.

“Workers” means all employees, contractors, sub-contractors, religious and volunteers working for CESA, including board members, (either in permanent, voluntary, casual, full or part-time basis) excepting umpires/referees for outdoor sports where the umpire/referee is supplied by an external association.

5 Procedure

5.1 COVID-19 Vaccination

By 16 May 2022 Workers and Others are required to be fully vaccinated against COVID-19.

The policy will take effect from 16 May 2022; however, a five (5) week transition period is afforded to existing Workers and Others to meet the requirements of the policy ie until 19 June 2022.

This means they must have completed a course (being 1 dose of a single-dose vaccine, or 2 doses of a double-dose vaccine, in accordance with the schedule recommended by ATAGI) of a TGA-approved or recognised COVID-19 vaccine (or provide evidence of an authorised medical exemption) as a condition of employment or service

CESA strongly encourages all Workers and Others to be up-to-date with their vaccination against COVID-19, including by receiving all recommended booster doses in accordance with the vaccination and booster dose schedule recommended by ATAGI.

Proof of COVID-19 vaccination must be provided by all persons to whom the COVID-19 Vaccination Policy applies. If this information is not provided, it will be deemed for the purposes of the above Policy that the person is not fully vaccinated and therefore is unable to perform work at our schools and sites.

5.2 Scheduling of COVID-19 vaccinations

Workers and Others are responsible for making their own arrangements to receive their vaccinations in order to comply with the [COVID-19 Vaccination Policy](#).

5.3 COVID-19 Medical Exemption

CESA acknowledges that some Workers and Others may be exempt from receiving a COVID-19 vaccination where they have a medical exemption.

Medical exemptions will be considered on a case by case basis. A medical exemption will apply where a Worker or Other has been assessed by an authorised medical practitioner as being permanently or temporarily clinically unable to receive any currently TGA approved or recognised COVID-19 vaccination. This will be because either the person has a permanent or temporary Medical Contraindication to Vaccination, or another temporary medical reason not to receive the vaccine.

If a person receives a temporary medical exemption, they must reapply for an exemption or comply with the vaccination requirements in this policy once the exemption expires.

Further information regarding medical exemptions is available from the following links:

<https://www.servicesaustralia.gov.au/immunisation-medical-exemptions?context=22436>

<https://www.health.gov.au/resources/publications/atagi-expanded-guidance-on-temporary-medical-exemptions-for-covid-19-vaccines>

The approved medical exemption document is to be provided to CESA. If the approved medical exemption document is not provided to CESA, we will assume that no such medical exemption exists.

5.4 Evidence of COVID-19 Vaccination

All Workers are required to provide evidence of their COVID-19 vaccination status to CESA in one of the following ways:

Screen shot a digital COVID-19 Vaccination Certificate from a smartphone and email to hrservices@cesa.catholic.edu.au or;

- a) Take a photo or scan a copy of a completed vaccination card and email to hrrservices@cesa.catholic.edu.au or;
- b) Present, in person, medical evidence of a permanent or temporary Medical Contraindication to Vaccination from a legally qualified medical practitioner, to an authorised person in the School/College or Human Resources team in the People, Leadership and Culture Section.

CESA will not store Individual Health Identifier (IHI) numbers for Workers and this information is not required to be provided. Workers and Others are encouraged to redact their IHI number from any electronic or hard copy proof of vaccination provided.

All Others need to demonstrate their COVID-19 vaccination status or medical exemption to the host or organiser before engagement is finalised, and may do so via an appropriate phone app, paper record or other recognised digital record at the time of engagement or entry to the site.

In the case of regular service providers such as building and maintenance companies, or training providers, the company may provide a letter/email confirmation that all their workers are compliant with the Catholic Education COVID-19 Vaccination Policy (that is they are fully vaccinated or hold approved medical exemption). That letter should be provided by the host or organiser to the employer.

Why is it necessary for CESA to collect this information?

It is reasonably necessary for CESA to collect, retain, and (where applicable) disclose the vaccination status of workers for the following reasons:

- to assist CESA in complying with its obligations under work health and safety laws;
- for the purposes of complying with requests from third parties with which CESA deals, such as the Education Department;
- to prevent and manage the potential spread of COVID-19 within our organisation (including in planning and risk management, as well in managing resourcing in the event of an outbreak within a school or within a number of schools);
- to assess and reduce the risk to Workers and Others, noting that CESA Workers work in close proximity to students and one another in education settings;
- to enable CESA to maintain educational continuity, noting our role as an education provider to thousands of South Australian school students, and given the threat which COVID-19 poses to that continuity of education; and
- to limit risk of transmission, and to reduce the symptoms suffered where transmission occurs, noting the nature and size of CESA's workforce.

How will CESA use or disclose my information?

Where a Worker (or Other) produces proof of COVID-19 vaccination status to CESA, the information collected by CESA will be used or disclosed as follows:

- to ensure CESA complies with laws, directions or requests from government authorities (for example, if the Department of Education or SA Health requests a list of our workers who are vaccinated against COVID-19, or otherwise to prove that CESA has confirmed the vaccination status of its Workers and Others);
- to confirm whether Workers and Others have complied with a requirement under this Policy to be vaccinated against COVID-19; and

- any other purpose which is reasonably related to managing the risk of COVID-19 in CESA schools.

Further information on how CESA will handle the information it collects is set out in CESA's Privacy Policy.

5.5 New Workers

Workers and Others appointed after 16 May 2022 or being recruited in the period leading up to 16 May 2022, are required to comply with the Catholic Education South Australia COVID-19 Vaccination Policy and this Procedure and be fully vaccinated from the commencement of their employment or engagement or be properly exempt as outlined in 5.3.

5.6 Workers on Leave

Any worker on approved leave must demonstrate compliance with sections 5.1 to 5.4 of this Procedure and the Catholic Education South Australia COVID-19 Vaccination Policy before their scheduled return to work date.

6 Non-Compliance

Should a person not comply with their obligations under the COVID-19 Vaccination Policy and/or this Procedure, and does not hold an authorised exemption, they will be required to provide the reason for their non-compliance. CESA will consider their reason and discuss with the individual to try and find an acceptable solution.

Should a person continue to not comply with the COVID-19 Vaccination Policy and/or this Procedure they will be considered in breach of the Policy and there may be consequences for their ongoing employment with CESA, including termination of their employment, arrangement, or other such activity being undertaken by the person.

7 References

[COVID-19 Vaccination Policy](#)

[SA Health COVID-19 health information](#)

[ATAGI statement on defining 'up-to-date- status for COVID-19 vaccination](#)

[Australian Government Department of Health Approved COVID-19 vaccines website](#)

[Australian Government Department of Health Is it true? Get the facts on COVID-19 vaccines](#)

8 Revision Record

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