COVID-19 Vaccination Policy

Policy Objective

TAFE Gippsland is committed to the health, safety, and wellbeing of its student and staff community and wishes to protect our people during the COVID-19 pandemic. Vaccination against COVID-19 is a key public health measure to reduce the severity and spread of the virus.

This policy sets out the measures which TAFE Gippsland is taking and the requirements in place to ensure staff, students, contractors, and visitors are vaccinated against COVID-19. It also outlines the limited exemptions to vaccination which are available.

Scope

This policy applies to TAFE Gippsland staff, students, contractors and visitors over the age of 12 years and two months attending TAFE Gippsland premises. Staff include paid staff, volunteers, and students on work placement at TAFE Gippsland.

- All staff working on-site must be vaccinated in line with COVID-19 Mandatory Vaccination (Workers) Directions
- All students, except VETDSSS and VCAL, are required to be fully vaccinated to attend on-site learning (there is no vaccination requirement for participating in online learning)
- All course applicants, except VETDSSS, VCAL, and 100% online delivery, who have been made an offer to study at TAFE Gippsland are required to be fully vaccinated at the time of enrolment
- All visitors aged over 12 years and two months attending any TAFE Gippsland premises must be fully vaccinated
- All contractors attending campus must be fully vaccinated.

Consistent with the Department of Education and Training Guidelines, it is not a requirement for VCAL students and VETDSS to have a COVID-19 vaccination at this stage.

Commitment

The risk of COVID-19 transmission is present where staff, students and visitors travel to and attend TAFE Gippsland’s premises and come into contact with members of the community. This policy has been developed having regard to the increased rates of community transmission, the risks the virus presents to people and the Institute’s legal obligations.

In this context, the Institute has implemented a mandatory COVID-19 Vaccination Policy. It considers this as the most effective way to comply with the COVID-19 Mandatory Vaccination (Workers) Directions and Open Premises Directions (Public Health Directions) currently in force, to meet our workplace health and safety obligations and to discharge our duty of care to the TAFE Gippsland community.

Collecting, recording and holding vaccination information

The Public Health Directions require TAFE Gippsland to collect, record and hold vaccination information about all staff and students attending a TAFE Gippsland campus. Vaccination information includes:

- the person’s vaccination status; and
- if a person has a medical contraindication exemption, a COVID-19 certificate issued by Services Australia that states that the person is unable to receive a dose, or a further dose of any COVID-19 vaccine available in Australia.
Staff
The information is collected via email, recorded and held (including retaining evidence of the above) through the Institute’s Employee Kiosk, Chris21. The evidence is retained on the employee’s personal file.

Students
The information above is collected, recorded and verified through a mechanism which enables students to self-upload their documentation via a secure link. The documentation is then manually verified which triggers an update against the student’s record in the Institute’s Student Management System (SMS).

Visitors and contractors
The Institute is required to verify the vaccination status of visitors and contractors. This is done through the Service Victoria application where visitors and contractors display a ‘green tick’ upon entry into our campuses. Where a visitor or contractor does not have access to the Service Victoria application, they are able to sign in on paper and show a hard or soft copy of their COVID-19 certificate. Visitors and contractors are also required to sign-in using our self-service sign-in system, Sine Pro, and acknowledge they understand and agree to TAFE Gippsland’s vaccination requirements for visitors and contractors.

Attending Institute campuses: full vaccination required
If TAFE Gippsland does not hold vaccination information about a person entering TAFE Gippsland premises, it must treat the person as if they are unvaccinated.

TAFE Gippsland will take all reasonable steps to ensure that a person who is unvaccinated does not partake in work or study on campus or enter any TAFE Gippsland premises for the purposes of work, study or any other reason.

The only exceptions to these requirements are where the person has an authorised exemption, such as a medical contraindication exemption. In such cases, additional controls may be put in place to ensure the safety of these individuals and those they interact with, such as PPE, rapid antigen testing or social distancing requirements.

Other medical exemptions (outside of the ones provided through the Australian Immunisation Register) will be considered on a case-by-case basis by the Institute.

Providing proof of vaccination
Evidence of vaccination must be submitted via the following avenues:

- Staff are required to provide proof of vaccination to
- Students are required to provide evidence before attending on-site via a secure form. To access this, students need to be logged into their Student Account Manager (SAM) using their full student ID. For assistance, please contact
- Visitors and contractors must use the QR Code to scan in and display their green tick upon entry into our campuses via the Service Victoria. Alternatively, a hard copy of proof of vaccination listed below can be shown upon entry.

Proof of vaccination includes:

- a government-issued vaccination certificate such as the COVID-19 digital certificate;
- an immunisation history statement which can be accessed from Medicare online or the Express Plus Medicare mobile app; or
• a statement of vaccination history which you can request from the Australian Immunisation Register.

Applicable certification for medical exemptions includes:
• a current COVID-19 digital certificate issued by Services Australia that states that the person is unable to receive a dose, or a further dose, of any COVID-19 vaccine that is available in Australia; or
• a printed version of the COVID-19 digital certificate referred to above.

Exemptions from COVID-19 vaccination requirements
If a person believes they are medically exempt from the vaccination requirements, or that other exceptional circumstances apply preventing them from being vaccinated, they must notify the COVID-19 Response team who will consider each exemption on a case-by-case basis. Exemptions need to be granted by the COVID-19 Response team prior to attending TAFE Gippsland’s premises. The COVID-19 Response team can be contacted at covid-19@tafegippsland.edu.au.

Unvaccinated staff, student, visitors and contractors without an exemption
If a person is not exempt and chooses not to be vaccinated, they must notify their teacher (student) or Manager (staff) as soon as practicable and the person will be advised of the next steps. The person must not attend any of TAFE Gippsland’s premises unless vaccinated or they have been granted an exemption.

Students: Any decision regarding alternative options to on-site delivery will be at the discretion of the Director, Educational Delivery in consultation with the Critical Incident Response Team.

Staff: For unvaccinated staff, the Institute will consider the staff member’s arrangements in accordance with the Institute’s operational requirements. Managers will explore any suitable alternatives on a case-by-case basis in consultation with Human Resources. Each case will be assessed on its own merits.

Contractors Unvaccinated contractors must have been granted an exemption.

Record keeping
TAFE Gippsland is collecting vaccination information to:
• ensure TAFE Gippsland knows who is eligible to attend TAFE Gippsland to work, study or visit under this policy; and
• enable TAFE Gippsland to manage the risks to health and safety of the TAFE Gippsland community arising from COVID-19, including preparing for any possible future outbreaks.

When collecting vaccination information, TAFE Gippsland will comply with the Institute’s Privacy Policy. Vaccination information will be securely stored and kept confidential and will only be accessible to people who are required to access it. Workers can request to access their vaccination record information at any time and can also request that any relevant updates are made to it. Because the Institute is not required to keep evidence for student vaccinations, it destroys all student vaccination evidence after verification.

Communication
All communication and notification regarding any changing requirements will be facilitated by the Institute via e-mail, Student Management System or other forms of communication. Should any member of the TAFE Gippsland community have any queries, they can be directed to the COVID-19 Response team via email to covid-19@tafegippsland.edu.au.
Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chief Executive Officer</strong></td>
<td>As delegated by the Board, approves this policy for the purposes of section 3.1.13 (e) of the Education and Training Reform Act 2006 (Vic) insofar as it relates to its authority to determine all policies relating to the employment of staff. Acts as the Executive accountable for the Institute’s COVID-19 response.</td>
</tr>
<tr>
<td><strong>Director of Student Experience</strong></td>
<td>Coordinates and leads the Institute’s student response to COVID-19 in accordance with the Institute’s legal obligations, including about individual exemptions.</td>
</tr>
<tr>
<td><strong>Director of Educational Delivery</strong></td>
<td>Consider exploring alternative options to delivery other than on-site delivery for students who are not vaccinated and do not have an exemption.</td>
</tr>
</tbody>
</table>
| **All Staff (employees, volunteers, contractors)** | - Comply with the COVID-19 Mandatory Vaccination (Workers) Directions and Open Premises Directions.  
- Comply with this policy.  
- Human Resources staff – upload vaccination evidence to the employee kiosk (Chris21).  
- Volunteers and non-payroll staff – upload vaccination evidence to  |
| **All Students** | - Provide vaccination evidence before attending on-site via the secure form available within the student portal.  
- Seek assistance about completing the secure form as relevant by contacting your nearest TAFE Gippsland Reception.  
- Notify the Institute’s COVID-19 Response team of relevant vaccination exemptions at . |
| **Client Services** | - Conducts manual verification of vaccination status, when required.  
- Updates the student record.  
- Deletes student vaccination documents once no longer required. |
| **COVID Marshals or Leadership Team representative** | View hardcopy vaccination certificates where a person does not have access to the Service Victoria App or is not using it. |

Related Legislation/Regulation:

- Public Health and Wellbeing Act 2008 (Vic)
- COVID-19 Mandatory Vaccination (Workers) Directions
- Open Premises Directions
- Occupational Health and Safety Act 2004 (Vic)
Related Policy and Procedures:

Nil

Related Documents

Nil

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID-19 vaccination</td>
<td>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. Currently, the Pfizer-BioNTech (COMIRNATY), AstraZeneca (Vaxzevria) and Spikevax (Moderna) vaccines are approved for use in Australia.</td>
</tr>
<tr>
<td>The Institute</td>
<td>TAFE Gippsland</td>
</tr>
<tr>
<td>Person fully vaccinated against COVID-19</td>
<td>The person has received the required number of doses of a COVID-19 vaccination in accordance with the current Department of Health advice. At the time this policy was issued, two doses were required to be deemed fully vaccinated, however this may change to three doses.</td>
</tr>
<tr>
<td>On-site</td>
<td>Any premises associated with TAFE Gippsland for the purpose of work, study or visitation including TAFE Gippsland campuses and any off-campus training locations (e.g. Larder Park).</td>
</tr>
</tbody>
</table>

Version Control

<table>
<thead>
<tr>
<th>Item</th>
<th>Summary of Update</th>
<th>Version</th>
<th>Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New policy and procedure – interim</td>
<td>1.0</td>
<td>1/12/2021</td>
</tr>
</tbody>
</table>