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COVID-19 VACCINATION REQUIREMENTS POLICY – VERSION 1

Authorised by: CEO

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Document: **COVID-19 Vaccination Requirements Policy**

Document No.: **BHI-PAC-POL002**

Process Area: **PCT**

1 Document Control

Version	Date	Amended by	Changes Made
1	01/12/2021	B.Glover	Initial document

2 Purpose

The purpose of this policy is to facilitate the protection of the health and safety of all people who attend a Box Hill Institute location, or participate in an endorsed Box Hill Institute activity outside their normal residence by requiring all such persons to be fully vaccinated against COVID-19.

Box Hill Institute has implemented a range of measures in response to the COVID-19 pandemic (see **Attachment A**). This Policy complements, and should be read in conjunction with, other relevant Box Hill Institute policy and procedure.

3 Scope

This Policy applies to –

- a) All employees, students, and visitors who attend Box Hill Institute locations.
- b) All employees and students who attend third party or public locations to undertake Box Hill Institute activities outside their normal residence.

4 Policy Statement

The *Occupational Health & Safety Act 2004 (Vic)* imposes a positive duty on employers to provide and maintain a working environment that is safe and without risks to health. This includes each workplace or location under the employer’s management and control. Box Hill Institute is committed to providing a safe and healthy workplace for all employees, students, contractors, and visitors who enter Box Hill Institute locations.

As a result of the global coronavirus pandemic, further regulatory measures have been implemented at a State and Federal level in Australia which impose obligations on Box Hill Institute *and/or* on its employees. These include but are not limited to vaccine mandates and public health orders. Box Hill Institute will take a pro-active approach to compliance with these measures.

Accordingly, it is Box Hill Institute’s policy that -

- Where the Chief Health Officer issues a Direction that a Worker, Student or Visitor is required to be vaccinated against COVID-19 in order to perform their work, studies or other duties (as the case may be), then that Worker, Student or Visitor must be vaccinated in accordance with that Direction in order to perform such work, studies or other duties unless a Direction Exemption applies.



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- From 25 November 2021, it will be a requirement of attending Box Hill Institute locations that all employees, students and visitors must be Fully Vaccinated against COVID-19.
- To the extent that the Directions or other Chief Health Officer Direction require Box Hill Institute employees, students or visitors to be vaccinated prior to 25 November 2021, this Direction must be complied with.

Box Hill Institute recommends that vaccination be undertaken on the advice of an accredited health practitioner (including health practitioners at any authorised COVID-19 vaccination centre). Box Hill Institute notes that the Directions may or may not apply to children and further advice may be sought in respect of the attendance of children at Box Hill Institute locations.

5 Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Staff Code of Conduct.

6 Definitions

Term	Definition
BHI	Means Box Hill Institute, Centre for Adult Education and wholly owned subsidiaries
Coronavirus	A type of virus.
Coronavirus or COVID-19 Pandemic	The COVID-19 pandemic, also known as the coronavirus pandemic, is an ongoing global pandemic of coronavirus disease 2019 (COVID-19) caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
COVID-19	The disease caused by SARS-CoV-2.
Approved vaccine	Any COVID-19 vaccination that has been approved by the Therapeutic Goods Administration (TGA) or a comparable overseas regulator as determined by the TGA for use in Australia
Directions	Any applicable public health direction issued by the State or Federal Government. This includes but is not limited to obligations arising from or in pursuant to the <i>Public Health and Wellbeing Act 2008 (Vic)</i> and/or related State or Federal regulation and statute.
Direction Exemption	An exemption from the requirement to be vaccinated in accordance with a Direction and includes a Medical Exemption. Direction Exemptions are specified by the Victorian Government from time to time and are set out in the relevant public health orders.
Fully Vaccinated	Having obtained the number of doses of an Approved Vaccine as recommended by the Australian Technical Advisory Group on Immunisation (ATAGI). For example, where a two-dose schedule is recommended by the ATAGI, a person will be considered fully vaccinated when they have received both doses of the vaccine.

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Medical exemption	An exemption from the requirement to be vaccinated because of a medical contraindication as determined by ATAGI (Australian Technical Advisory Group on Immunisation) clinical guidance.
Medical practitioner	(a) a general practice registrar on an approved 3GA training placement; or (b) a public health physician; or (c) an infectious disease physician; or (d) a clinical immunologist; or (e) a general practitioner who is vocationally registered; or (f) a general practitioner who is a fellow of the Royal Australian College of General Practitioners (RACGP); or (g) a general practitioner who is a fellow of the Australian College of Rural and Remote Medicine (ACRRM); or (h) a paediatrician; or (i) a medical practitioner who is a fellow of the Royal Australasian College of Physicians
Vaccination information	Information about a person's vaccination status and includes information that is derived from a record of information that was made under, or in accordance with, the <i>Australian Immunisation Register Act 2015</i> of the Commonwealth.
Visitor (for the purpose of BHI)	A person who visits Box Hill Institute for the purpose of business or duty. This includes but is not limited to volunteers, educational support person, counsellors.

7 Related Procedures

The following procedures are linked below:

- COVID-19 Vaccination Requirements Procedure

8 Related Operating Guidelines

9 Related Forms

10 Related Legislation and Regulations

10.1 Box Hill Institute

- Code of Conduct

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10.2 External

- Directions issued by the Chief Health Officer of Victoria (Various)
- Public Health Orders issued by the State of Victoria (Various)
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Public Health and Wellbeing Amendment (State of Emergency Extension and Other Matters) Act 2020* (Vic)
- *Education Training and Reform Act 2006* (Vic)
- *Fair Work Act 2009* (Cth)
- *Occupational Health and Safety Act 2004* (Vic)
- *Privacy and Data Protection Act 2014* (Vic)
- *Privacy Act 1988* (Cth)
- *Public Health and Wellbeing Act 2008* (Vic)

11 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be kept secure and confidential.

12 Review

This policy must be reviewed no later than three years from the date of CEO endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

13 Responsibilities

See Covid-19 Vaccination Requirements – Procedure.

14 Policy Owner

The Executive Director People, Culture and Transformation is the owner of this policy.

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Executive Director Signature	Date Endorsed	Name/Title
	9 December 2021	Executive Director People Culture & Transformaion

Author's Name	Title
Leisha Simpson	Advisor – Health Safety & Wellbeing

15 Approval Body

The CEO is the approval body.

CEO's Signature	Date Endorsed	Name/Title
	13 December 2021	Vivienne King CEO

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Attachment A – Health and safety measures for inclusion by the Organisation in COVIDSafe Plan

<p>COVID Vaccination (Employees)</p>	<p>Box Hill Institute communicated to employees the following position –</p> <p>Before 14 October 2021, communicated in writing to employees:</p> <ul style="list-style-type: none">• They are required to have had their first dose of COVID-19 vaccine before 15 October 2021 (or a booking for their first dose before 22 October 2021), and be fully vaccinated by 26 November 2021, as a requirement of working outside their primary place of residence.• Employees who are unvaccinated are not authorised to work outside their ordinary place of residence on or after the relevant date above.• If the employee has not provided vaccination evidence, Box Hill Institute will treat the employee as if they are if an unvaccinated.• If an employee is, or may be, scheduled to work outside the employee’s ordinary place of residence on or after the relevant date, Box Hill Institute must collect, record and hold vaccination information about the employee. <p>Before 26 November 2021</p> <ul style="list-style-type: none">• Ensure all employees have provided vaccination evidence to continue working outside their primary place of residence.• Employees who are unvaccinated are not authorised to work outside their ordinary place of residence on or after the relevant date above.• If the employee has not provided vaccination evidence, Box Hill Institute will treat the employee as if they are if an
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	<p>unvaccinated.</p> <ul style="list-style-type: none"> • If an employee is, or may be, scheduled to work outside the employee's ordinary place of residence on or after the relevant date, Box Hill Institute must collect, record and hold vaccination information about the employee. <p>Exemptions (excepted person)</p> <p>A person is an excepted person:</p> <ol style="list-style-type: none"> a) if the person holds certification from a medical practitioner that the person is unable to receive a dose, or a further dose, of a COVID-19 vaccine due to a medical contraindication; or b) if the person holds certification from a medical practitioner that the person is unable to receive a dose, or a further dose, of a COVID-19 vaccine due to an acute medical illness (including where the person has been diagnosed with SARS-CoV-2). <p>In the case of an exemption (excepted person) Box Hill Institute will work with the individual to ascertain a risk mitigation process in relation to their employment or study with Box Hill Institute. Individuals should not attend campus with a medical exemption until they have an additional risk plan developed in consultation with Box Hill Institute.</p>
<p>COVID Vaccination (Students)</p>	<p>From Monday 25 October 2021</p> <p>In line with the Victorian Government roadmap, once the state reaches the 80 per cent double dose target, all students will be required to be fully vaccinated to attend onsite (including excursions) learning at Box Hill Institute.</p> <p>Box Hill Institute requires all students (except students undertaking secondary school subjects through a TAFE) on campus to provide proof of vaccination (partial or full) from Monday 25 October 2021</p> <p>From 6pm on Friday 29 October 2021</p> <p>Unless a medical exemption has been issued, all students (except students undertaking secondary school subjects through a TAFE) who wish to participate in onsite (including excursions) must be fully vaccinated.*</p> <p>* Box Hill Institute is liaising with the Department of Education and Training and the Department of Health and Human Services to clarify if students need to provide a copy of their vaccination status or show evidence as they enter a Box Hill Institute Campus or endorsed activity (including excursions)</p>

Proof of Vaccination	<p>Proof of vaccination status can be demonstrated by providing –</p> <ul style="list-style-type: none">• COVID-19 digital certificate via the Service Victoria app• COVID-19 digital certificate saved to smartphone• Printed copy of COVID-19 digital certificate together with photo ID• Printed copy of Immunisation history statement together with photo ID• Medical exemption together with photo ID
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