**Memorandum**

**To: All Employees  
Re:** **COVID-19 Vaccinations**

**Date:**

**(the Employer)** has a health and safety responsibility to minimise the likelihood of infectious disease transmission in the workplace.

We have implemented a number of measures, including with the aim of keeping staff and visitors safe and minimising the spread of COVID-19.

We are committed to ensuring the health and safety of all staff in the workplace and therefore we encourage you to receive the COVID-19 vaccination/s if you are eligible.

To determine if you are eligible, visit the Australian Government’s health department website [here](https://www.health.gov.au/resources/apps-and-tools/covid-19-vaccine-eligibility-checker) and use the eligibility tool.

For information on the vaccinations available, where it is available and additional health advice, we encourage you to access the following link: <https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines>.

Once you have received the vaccination, please notify the Employer for record keeping purposes. All records will be stored securely and will remain private and confidential.

If you have any questions or concerns in relation to this matter, please contact  on

Yours sincerely