**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.

Further, the Government has issued public health directions requiring employees in the industry to receive at least one dose of the COVID-19 vaccination by 2021.

Unvaccinated workers who do not have a COVID-19 vaccination or an appointment booked in before 2021 are no longer permitted to enter the workplace from .

We are committed to ensuring the health and safety of all staff in the workplace and complying with Government directions and therefore we strongly 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 made a booking or 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