

1. APPLICATION OF THIS POLICY

This policy is developed and approved by the Anglican Schools Commission (ASC) on behalf of the Corporation of the Synod of the Diocese of Brisbane, also known as the Anglican Church Southern Queensland (ACSQ). This policy applies to all employees (Employees) in the following settings:

- all Anglican schools owned and operated by the ACSQ and any business associated with the school, including international colleges; and
- all Anglican Education and Care Services (ECS), including Outside School Hours Care (OSHC) services, for which ACSQ is the Approved Provider.

The term 'Employees' is defined in this policy, and includes direct employees as well as other people carrying out work or providing services in a setting within the scope of this policy.

This policy is applied by each School and ECS to their local operations.

Other Anglican schools and Anglican ECS in Queensland have approval from the ASC to utilise this policy and any associated procedures and templates.

2. SCOPE

This Policy outlines each school and ECS' commitment to providing a safe and healthy environment for its Employees, children, young people and the wider community, by safeguarding their health from the serious risks and potentially significant adverse impacts associated with COVID-19.

This policy supports each School and ECS to minimise the risk of exposure:

- to Employees, students, children and the wider community from infectious diseases in the school and ECS environment; and
- to infectious diseases that may impact the health of our communities.

This policy sets the minimum standard that is required of the Employees.

It is to be read and applied in a way that is consistent with all Government Requirements. This includes the Public Health Direction.

Given the constantly changing nature of the advice and directions if any aspect of this policy is not consistent with any aspect of the Government Requirements and the Government Requires set a higher/stricter standard, the Government Requirements prevail.

3. DEFINITIONS

- **Employees** means all people employed or engaged in or in connection with a setting within the scope of this policy. The terms includes employees, School council members, ECS management committee members, contractors, people completing work placements and volunteers.
- **COVID-19 vaccine** is a vaccine for COVID-19 that is approved for use in Australia or recognised by the Therapeutic Goods Administration.
- **Government Requirements** means all relevant government public health orders or legislation as introduced, amended, replaced or revoked from time to time.

- **Medical contraindication** means a temporary or permanent contraindication that is notified to the Australian Immunisation Register (AIR) by an eligible health professional completing an AIR immunisation medical exemptions form in relation to a person and recorded on the person's Immunisation History Statement (IHS).
- **Medical exemption** means a medical exemption recorded by an eligible health profession on the AIR and displayed on the individual's IHS.
- **Public Health Direction** means the COVID-19 Vaccination Requirements for Workers in a high-risk setting Direction.

4. POLICY STATEMENT

The ASC recognises that the safety and wellbeing of our Employees, children and young people, and persons who interact with our school environments is of the highest importance.

The ASC also recognises that Anglican schools and ECS must comply with obligations under the Public Health Direction to restrict access to workplaces in accordance with the requirements of the Public Health Direction.

As a result, this policy requires that Anglican schools and ECS must:

- comply with the Public Health Direction and all Government Requirements; and
- take reasonable steps to ensure all staff, volunteers and visitors understand and comply with their obligations under the Public Health Direction, all Government Requirements and this policy.

5. EMPLOYEE VACCINATION REQUIREMENTS

All Employees must have received the first dose of a COVID-19 vaccine by 17 December 2021 and the second dose of a COVID-19 vaccine by 23 January 2022.

All job advertisements will reflect this requirement. Prospective Employees who are unable to meet the requirements of this policy will not be offered a role at the school or ECS.

In the event that either the State or Federal Government implement further health directives for COVID-19 vaccinations including booster vaccinations, these directives will be treated as Government Requirements for the purpose of this policy and must be complied with.

6. NOTIFICATION AND VERIFICATION OF VACCINATION

All Employees must provide the following information to their respective school or ECS as soon as reasonably practicable:

- evidence of COVID-19 vaccination in accordance with this policy (after each dose of the COVID-19 vaccine); or
- evidence of an approved medical exemption.

Effective 17 December 2021, all prospective and new Employees must provide evidence of COVID-19 vaccination or an approved medical exemption prior to this date or for those commencing after this date, before the start of their employment.

New Employees acknowledge that any failure to do so may prevent them from being able to commence employment with an Anglican school.

Evidence of vaccination status can include:

- Medicare COVID-19 digital certificate or printed vaccination certificate from the AIR;
- Medicare Immunisation History Statement; or
- Queensland Health vaccination certificate 'Check-In Qld' app.

Employees should provide proof of COVID-19 vaccination which does not include a healthcare identifier number.

Employees who have not provided proof of their vaccination status, and have not obtained an exemption, will be deemed to be unvaccinated.

To assist in timely communication and action regarding administration of this Policy, Employees who have made the choice not to receive any COVID-19 vaccinations are asked to provide their respective School or ECS a declaration stating this choice.

7. COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

All personal information will be collected, used, disclosed, and stored in compliance with all applicable laws and regulations. Any such information will only be collected, used, and disclosed in accordance with the objectives of this policy and only to the extent necessary for the administration of this policy.

Any such information collected by each school and ECS will be maintained in a confidential file solely for the purpose of minimising risks arising from COVID-19 to employees, and to allow each school and ECS to comply with its work health and safety obligations and the Public Health Direction. All information shall be kept only for so long as reasonably necessary to achieve the purposes of this policy. Individual vaccination status will not be disclosed outside of ACSQ without consent, unless required by law. Aggregate vaccination rates will be reported internally and to regulatory/industry bodies as required.

8. EXEMPTIONS FROM THIS POLICY

Each school and ECS acknowledges that some individuals may be unable, due to a medical contraindication, to receive a COVID-19 vaccination.

In these instances, the school and ECS may exempt a person (in writing) from mandatory vaccination who is unable, due to a medical contraindication, to receive any COVID-19 vaccine on either a temporary or permanent basis.

To apply for a medical exemption, Employees must provide a medical certificate from their treating medical practitioner certifying:

- that they are unable to receive any COVID-19 vaccination because they have a recognised medical contraindication to the COVID-19 vaccine;
- whether the medical contraindication will permanently or temporarily prevent COVID-19 vaccination; and
- if the medical contraindication is temporary in nature, when the Employee will be able to receive the COVID-19 vaccination.

The school or ECS may seek further information from the Employee's treating health professional in relation to an application for an exemption if required.

Employees with approved medical exemptions must comply with any risk management controls provided by the school or ECS and all Government Requirements and the school or ECS will assess what reasonable adjustments are able to be made on a case by case basis.

Each school and ECS must only grant exemptions from this Policy on grounds allowed for in the Public Health Directive. For any queries as to whether an exemption applies, please contact the Principal (for school and co-located ECS) or the Executive Director, ASC (for other ECS).

9. NON-COMPLIANCE WITH THIS POLICY

Employees or prospective Employees who are concerned about their ability to comply with this policy should contact the Principal (for school and co-located ECS) or the Executive Director, ASC (for other ECS), as soon as possible to discuss their circumstances.

Failure to comply with this policy may lead to disciplinary action, up to and including the termination of employment, suspension or removal from office or cessation of duties.

10. ROLES AND RESPONSIBILITIES

Principal (for school and co-located ECS) or the Executive Director, ASC (for other ECS) will ensure that:

- the privacy of personal information obtained under this policy is maintained at all times and that appropriate systems are in place to ensure this privacy;
- they record vaccination status for all Employees under this direction via local record keeping systems;
- medical exemptions are recorded only for the purpose detailed under this policy and managed in accordance with this policy;
- all recruitment advertisements and agreements clearly indicate that COVID-19 vaccination is a requirement for all positions in the relevant settings; and
- respect is maintained for the personal vaccination choices of individuals.

Employees will ensure that they:

- provide evidence of their vaccination status, including boosters, from the Australian Immunisation Register or their Medicare Immunisation Record to confirm they have received one or more doses of an ATAGI approved COVID-19 vaccine or provide an approved medical exemption;
- participate in management processes, which may include a disciplinary process, where they, for whatever reason, do not comply with this policy; and
- respect the personal vaccination choices of other Employees.

11. REVIEW

This Policy will be reviewed when any changes are made to relevant Public Health Directives, or as assessed as necessary by the Anglican Schools Commission. Feedback will be sought with relevant stakeholders are relevant to the particular circumstances. Any changes will be communicated to Schools and ECS for their implementation.

12. VERSION CONTROL

Version	Date	Document owner	Comments
0.2	13/12/2021	Anglican Schools Commission	Consultation draft
0.3	20/12/2021	Anglican Schools Commission	Post consultation draft
1.0	21/12/2021	Anglican Schools Commission	Approved by Anglican Schools Commission