

COVID-19 Vaccination and Campus Attendance Policy

- (1) This policy outlines the requirement for staff, students and visitors of Melbourne Polytechnic to provide evidence of their COVID-19 vaccination status (or certification of a relevant medical exemption) prior to attending any campus or other workplace of Melbourne Polytechnic.

SECTION 1 - PURPOSE

- (2) The Australian Government Department of Health has stated that the COVID-19 vaccines approved for use in Australia are effective at preventing severe illness, hospitalisation and death if people contract COVID-19. Both the Victorian Government and Commonwealth Government have both clearly communicated that the approved COVID-19 vaccines will play a critical role in protecting the health and wellbeing of people in Australia and will play a critical role in enabling our economic, cultural and social recovery.
- (3) This policy sets out the expectations of Melbourne Polytechnic in relation to vaccination against COVID-19 for staff, students and contractors and other visitors to its campuses. Melbourne Polytechnic must observe relevant health orders which are referenced in this policy, and it must under the [Occupational Health and Safety Act 2004 \(Vic\)](#) take all reasonably practicable steps to keep staff, students and visitors safe and free from harm.

SECTION 2 - SCOPE

- (4) This policy applies to all Melbourne Polytechnic staff, students, contractors and visitors required to attend a Melbourne Polytechnic campus.

SECTION 3 - POLICY

Policy Statement

- (5) Melbourne Polytechnic is committed to ensuring the health and safety of all campus attendees and that its campus operations align to a number of Chief Health Officer directions and the [Victoria's Roadmap Delivering the National Plan](#), and any other advice or guidance provided by the Australian or Victorian Governments.
- (6) In ensuring a safe campus environment, Melbourne Polytechnic may apply additional safeguards and:
 - a. now requires all staff members to have obtained a minimum of two doses of COVID-19 vaccination in order to attend campus; and
 - b. recommends that all staff members remain "up to date".

Policy Principles

- (7) This policy will be guided by the following principles, standards, acts and legislation:
 - a. Melbourne Polytechnic's Strategic Vision and Values;
 - b. compliance with relevant health orders which are referenced in this policy; and
 - c. compliance with Melbourne Polytechnic's obligations under the [Occupational Health and Safety Act 2004 \(Vic\)](#) to take all reasonably practicable steps to keep staff, students and visitors safe and free from harm.

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Policy Topics

- (8) Directions currently in force under the [Public Health and Wellbeing Act 2008 \(Vic\)](#) and the [Pandemic \(Workplace\) Order 2022 \(No. 10\)](#) require Melbourne Polytechnic to determine its own vaccination settings in line with the [Occupational Health and Safety Act \(2004\) \(Vic\)](#).

Requirements applying to employees

- (9) Employees can only attend campus, or perform work tasks away from their ordinary residence, if they have already provided Melbourne Polytechnic with evidence that they have obtained a minimum of two doses of COVID-19 vaccination (or are classified as an excepted person) as defined under the *Pandemic (Workplace) Order 2022 (No. 10)*.
- (10) If an employee does not provide the necessary evidence of vaccination status then the employee will not be able to attend any campus of Melbourne Polytechnic. These circumstances will be considered on a case by case basis, and may include discussion between Melbourne Polytechnic and the employee in relation to:
- what duties can be performed by the employee without attending a Melbourne Polytechnic campus;
 - whether there are adjustments that can be made to allow the employee to perform a greater range of duties without attending a Melbourne Polytechnic campus; and
 - what are the inherent requirements of the employee's role, and whether it is feasible for these to be performed without the employee attending a Melbourne Polytechnic campus.

Requirements applying to students

- (11) Melbourne Polytechnic will no longer require students to provide evidence of their vaccination status prior to attending any campus of Melbourne Polytechnic.

Requirements applying to contractors or visitors

- (12) Contractors and other visitors who wish to attend at a Melbourne Polytechnic campus are able to do so without providing vaccination status before they enter any campus.

What documents will be accepted as evidence?

- (13) Acceptable evidence of vaccination status (or exception status) consist of:
- Immunisation history statement available from Medicare;
 - MyGov COVID-19 digital certificate; or
 - My Health Record and Medicare online account.

How should evidence of vaccination status be provided?

- (14) Employees should provide evidence of vaccination (or exception status) by uploading it to the Employee Self Service (ESS) portal.

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Medically excepted persons

- (15) This paragraph of this policy only applies in relation to employees who have a valid medical exception as defined under the *Pandemic (Workplace) Order 2022 (No. 10)*.
- (16) Where an employee provides evidence of a valid medical exception for COVID-19 vaccination, then Melbourne Polytechnic will:
- a. conduct a risk assessment of their situation to determine whether they can safely attend on campus in accordance with Melbourne Polytechnic's obligations under occupational health and safety law; and
 - b. consult with any such person following the conclusion of that risk assessment.

Confidentiality and privacy

- (17) Evidence of vaccination status will be treated as confidential, and used only for the purpose of allowing Melbourne Polytechnic to comply with its obligations under [The Public Health and Wellbeing Act 2008 \(Vic\)](#), [Occupational Health and Safety Act 2004 \(Vic\)](#) and/or related legislation.
- (18) Melbourne Polytechnic will need to retain the evidence for as long as it may be called upon to demonstrate its compliance with relevant laws. The documents will only be disclosed to third parties where required by law, or required in order to allow Melbourne Polytechnic to demonstrate its legal compliance with a relevant Government regulator or law enforcement authority. By request, you will be able to access records of the evidence you provide.

SECTION 4 - RESPONSIBILITY AND ACCOUNTABILITY

- (19) Health and safety at work is everyone's responsibility. All staff, students, contractors and visitors to Melbourne Polytechnic's campuses must comply with this policy.

SECTION 5 - SUPPORTING DOCUMENTS AND TEMPLATES

- (20) Related Melbourne Polytechnic policies and procedures:
- a. [Occupational Health and Safety Policy](#)
 - b. [Prospective Employees and Employees Privacy Policy](#)
 - c. [Records Management Policy](#)
 - d. [Student Privacy Statement](#)
 - e. [COVID-19 Privacy Collection Notice](#)
- (21) Related legislation, guidelines and regulations:
- a. [Australian Technical Advisory Group on Immunisation Clinical Recommendations for COVID-19 Vaccines \(ATAGI recommendations\)](#)
 - b. [Occupational Health and Safety Act \(2004\) \(Vic\)](#)
 - c. [Pandemic \(Workplace\) Order 2022 \(No. 10\)](#), and any subsequent Pandemic (Workplace) Orders
 - d. [The Public Health and Wellbeing Act 2008 \(Vic\)](#)
 - e. [Victoria's Roadmap Delivering the National Plan](#)

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SECTION 6 - DEFINITIONS

(22) In this policy, the following terms have the following meanings:

- a. Approved Vaccine: means 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.
 - Excepted Person: means holding acceptable certification that the person is unable to receive a dose, or a further dose, of any COVID-19 vaccine that is available in Australia due to:
 - a medical contraindication;
 - an acute medical illness (including where the person has been diagnosed with COVID-19); or
 - the person is under 12 years and 2 months of age
- b. Medical Exemptions: as defined by the Health Department and Australian Technical Advisory Group on Immunisation (ATAGI), more details can be accessed [here](#).
 - Temporary Exemptions: are recovering from acute major medical conditions
 - Permanent Exemptions (known as a medical contraindication): have a permanent medical condition that would make it unsafe for to have any of the Australian-approved COVID-19 vaccines.
- c. Acceptable certification: means as defined under the [Pandemic \(Workplace\) Order 2022 \(No. 10\)](#).
 1. a current COVID-19 digital certificate issued by Services Australia and displayed through the Medicare App, Service Victoria App or equivalent smartphone wallet, 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
 2. a printed version of the COVID-19 digital certificate referred to in subparagraph (1);
 3. a current Immunisation History Statement displayed through the Medicare App, that states that the person is unable to receive a dose of a COVID vaccine that is available in Australia (whether that person has already received one or two doses of a COVID vaccine); or
 4. a printed version of the Immunisation History Statement referred to in subparagraph (3).
- d. Up to date: means the number and timing of appropriate COVID-19 vaccine doses recommended by ATAGI for and received by an individual, according to their age and other factors.

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SECTION 7 - POLICY CONTROL

Approving authority	<i>Chief Executive</i>
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