



Bacchus Marsh
Grammar

School Policy

School Operations

COVID-19 Vaccination Policy

Approved by the School Principal 31 August 2022





Covid-19 Vaccination Policy

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1 Policy Statement and Objectives

- 1.1.1 Bacchus Marsh Grammar (the School) has non-delegable duties under Victorian Occupational Health and Safety law to eliminate, or if that is not reasonably practicable, minimize the risk of exposure to COVID-19 in the workplace.
- 1.1.2 As part of its duty to provide a workplace that is safe and without risks to health, the School is under an obligation to take proactive steps to minimise the spread of COVID-19 amongst its staff and other persons.
- 1.1.3 Given the extremely virulent and contagious nature of COVID-19, the high COVID-19 case numbers in Victoria and increased community transmission, and the nature of work performed together with the large numbers of people on a school site on any given day, the School has implemented this COVID-19 Vaccination Policy.
- 1.1.4 This Policy is in place, even in the absence of an applicable pandemic order.

2 Scope

- 2.1.1 This policy applies to all staff members, contractors, volunteers and visitors of the School.

3 Definitions

- 3.1.1 **COVID-19 vaccination** means a COVID-19 vaccine approved by the Therapeutic Goods Administration for use in Australia, or where a person has been vaccinated overseas, a World Health Organisation-COVAX approved COVID 19 vaccine. Currently, the Pfizer (COMIRNATY), AstraZeneca (VAXZEVRIA), Janssen-Cilag (COVID-19 Vaccine Janssen), Moderna (SPIKEVAX and Biocelect (NUVAXOVID (NVX-CoV2373)) vaccines are approved for use in Australia.
- 3.1.2 A person is **fully vaccinated against COVID-19** if the person has received three doses of a COVID-19 vaccination in accordance with the current Department of Health advice.
- 3.1.3 A **school** includes a boarding house, childcare or early childhood service, and outside school hours care service.
- 3.1.4 A **staff member** includes:
 - any person employed to work in a school (including teachers, early childhood educators and educational support staff);
 - a person contracted to work at a school and who will or may be in close proximity to children, students or staff, whether or not engaged by the School (including casual relief teachers, Breakfast Club suppliers, IT personnel, NDIS providers and auditors, but excluding delivery personnel or contractors);
 - staff of any other entity who attend a school;
 - volunteers that attend a school and work in close proximity to children, students or staff (including parent helpers); and
 - students on placements at a school.

4 Required Vaccinations for School Staff and persons performing work on a school site

- 4.1.1 It is a School requirement that all School staff and persons performing work on a School site are **fully vaccinated against COVID-19**.
- 4.1.2 All new staff and persons performing working on a School site must **be fully vaccinated against COVID-19** prior to commencing work on a school site.

5 Other visitors to the school (not performing work)

- 5.1.1 Persons who are not performing work on a School site are not required to provide evidence of their current COVID-19 vaccination status.

6 Arranging a COVID-19 Vaccination

- 6.1.1 Staff and persons performing work on a school site are encouraged to take the following steps (if they have not done so already):
- If relevant, seek medical advice regarding the COVID-19 vaccination, as it relates to you.
 - Where you do not fall within one of the medical contraindication exemptions outlined below, make appointments to receive your first, second and booster doses of the COVID-19 vaccination.
 - If you have trouble making an appointment, please contact your manager.
 - When you receive your first, second and booster COVID-19 vaccination dose, ensure that you keep a record of these.
- 6.1.2 The School will support current staff to get vaccinated through the following initiatives:
- Allowing staff paid time off to attend an appointment to receive their COVID-19 vaccination upon provision of proof of this appointment.
 - Scheduling vaccination clinics, the dates and locations which will be notified to you.
- 6.1.3 Staff can access COVID-19 vaccinations at various locations including vaccination hubs, roving clinics, general practices, some pharmacies. The dedicated COVID-19 Vaccine Helpline 1800 020 080 (select option 2) can answer any questions you may have about vaccination and can help you book a vaccination appointment. Vaccinations are free, and you do not need a Medicare card to make an appointment or receive the vaccination.

7 Providing Proof of COVID-19 Vaccination

- 7.1.1 All staff and persons performing work on a School site must provide evidence of their COVID-19 vaccination status to the Human Resources Manager via email to hr_manager@bmg.vic.edu.au. Evidence can include:
- A vaccination certificate or other evidence from a vaccine provider.
 - An immunisation history statement which can be accessed from Medicare online or the Express Plus Medicare mobile app.
 - A statement of your vaccination history which you can request from the Australian Immunisation Register.
 - A record from a health practitioner.

8 Exemptions From COVID-19 Vaccination Requirements

- 8.1.1 If a staff member believes they are medically exempt from the vaccination requirements set out in this policy, or that other exceptional circumstances apply, they must promptly notify the Human Resources Manager or the Principal.
- 8.1.2 If a staff member has a medical contraindication, they should provide the School with a medical certificate from a registered medical practitioner:
- Certifying that the staff member is unable to receive a COVID-19 vaccination because they have a medical contraindication;
 - Identifying the relevant medical contraindication;
 - Indicating whether the medical contraindication will permanently or temporarily prevent COVID-19 vaccination; and
 - If the medical contraindication only temporarily prevents a COVID-19 vaccination, specifying when the staff member may be able to receive the COVID-19 vaccination.
- 8.1.3 The Principal can use his discretion to consider requests for exemptions from the policy on a case by case basis.
- 8.1.4 Any decision regarding alternative options will be at the absolute discretion of School, subject to its legal obligations.

9 Record Keeping

- 9.1.1 The School is collecting vaccination information to:
- Ensure that School knows who is eligible to attend work under this policy; and
 - Enable the School to manage the risks to staff, students and the school community arising from COVID-19, including preparing for any possible future outbreaks.
- 9.1.2 When collecting vaccination information, the School will comply with its Privacy Policy, which is available on the School's website.
- 9.1.3 Vaccination information will be securely stored and kept confidential and will only be accessible to people who are required to access it. You can request to access your vaccination record information at any time and can also request that any relevant updates are made to it.
- 9.1.4 The School is required to provide access to vaccination information to an Authorised Officer under the Public Health and Wellbeing Act 2008 (Vic) if requested to demonstrate compliance with the Health Directions.

10 Other Practical Steps

- 10.1.1 The School will take other practical steps to ensure it is meeting its legal obligations to protect its staff and students from COVID-19 including (but not limited to):
- Providing hand sanitiser to all rooms
 - Reminding staff and students of social distancing requirements
 - Encouraging the wearing of face masks were required or recommended

11 Related Documents

COVID-19 Vaccine Medical Contraindication Form

Privacy Policy

Novel Coronavirus Policy

Staff Code of Conduct

12 References

12.1 Legislation

Public Health and Wellbeing Act 2008 (Vic).

12.2 Links

[Are COVID-19 vaccines safe?](#)

[Australian Immunisation Register](#)

[COVID-19 vaccine information in your language](#)

[The Fair Work Ombudsman's guidance on COVID-19 vaccinations](#)

13 Authorisation

| | | |
|----------------------|--|--------------------------------|
| School Document No. | | |
| School Document Name | COVID-19 Vaccination Policy | |
| Approval Authority | Principal | |
| Approval Signature | Andrew A. Neal Principal Bacchus Marsh Grammar | |
| Administrator | Company Secretary | Greg Gough |
| Approval Date | 31 August 2022 | |
| Date of Next Review | 31 August 2024 | To be reviewed every two years |

14 History

| Date | Amendment |
|----------------|--|
| 5 October 2021 | 1. New policy |
| 11 March 2022 | 2. Revised to include the new order and updated to booster vaccination requirements |
| 31 August 2022 | 3. Revised as a result of the changes to mandatory COVID-19 vaccinations in schools. |