



Australian Government

COVID-19 VACCINATION

Guide for residential aged care providers on reporting workforce COVID-19 vaccinations and exemptions

Information current as at 1 September 2021

Residential aged care providers are required to [report each Tuesday](#) on the COVID-19 vaccination status of their workers through the [My Aged Care provider portal](#).

From Tuesday 7 September 2021 providers must also include data on workers' authorised exemptions to a COVID-19 vaccine.

The information you report on your workforce COVID-19 vaccination status is used to determine where additional support is required to ensure every worker has been offered a COVID-19 vaccine by 17 September, and to have an accurate picture of the level of vaccination coverage across your facility's workforce.

Please ensure that your information in My Aged Care is accurate and up to date.

From 17 September onwards, the information you report will be used to assess your compliance with mandatory COVID-19 vaccination requirements as outlined in the relevant [public health orders in your state or territory](#).

The information you report is also publicly available on the [interactive map](#) which shows COVID-19 vaccination rates by facility across Australia, as reported by you.

What you are required to report

Residential aged care providers are required to report de-identified data **at an outlet level** via the My Aged Care provider portal on the:

- total number of workers at each residential aged care service
- number of workers at each service who have received a single dose of a COVID-19 vaccine
- number of workers at each service who have received all required doses of a COVID-19 vaccine,
- number of workers who have authorised exemptions from receiving a COVID-19 vaccine.

Evidence required as proof of vaccination or exemption

Each residential aged care provider is responsible for knowing your obligations under the [state or territory public health orders on mandatory COVID-19 vaccination](#) as they apply to your services and workforce.

Each state or territory public health order will provide direction on the required evidence your workers must provide to you as proof of their first dose COVID-19 vaccination or of their authorised exemption to vaccination.

If you are unsure, you must contact your relevant state or territory health department.

Proof of COVID-19 vaccination

Under state or territory public health orders, workers may need to provide to their employer evidence of their COVID-19 vaccination status. Evidence may be a copy of their [Immunisation History Statement](#) or [COVID-19 digital certificate](#). Other forms of evidence may be acceptable, but you should refer to your department of health website and relevant public health order for more information.

A fact sheet will shortly be available for workers to explain how they can obtain their Immunisation History Statement or COVID-19 digital certificate to provide to you as proof of their vaccination.

Providers must report on workers' first dose COVID-19 vaccinations now, and not wait until workers have had their second dose. You can update the data on workers' second dose COVID-19 vaccinations as they are reported to you by your workers.

Proof of exemption from COVID-19 vaccination

From 7 September 2021, providers must report the number of workers who have:

- a permanent medical exemption authorised by a medical practitioner
- a temporary medical exemption authorised by a medical practitioner
- where applicable, an authorised temporary exemption from your state/territory public health authority, due to the inability to access a COVID-19 vaccine
- where applicable, an authorised temporary exemption due to a critical workforce shortage, to maintain the provision of quality of care or to protect the health and safety of residents, or
- an authorised exemption related to another category in the relevant [state or territory public health order](#).

Each state or territory public health orders will provide direction on the evidence required to be provided by workers to their employer as proof their authorised exemption to a COVID-19 vaccine. Refer to your department of health website for more information.

Checklist on who to include in your reporting

Ensure you are correctly counting and reporting your workforce numbers for each service in the My Aged Care provider portal. This will ensure the data accurately reflects your workforce vaccination and exemption status. It will also assist you in focusing your efforts on currently engaged workers yet to receive a first dose COVID-19 vaccination.

- Do count all permanent, casual and agency workers currently engaged by each service.
- Do not count workers who are currently on leave (including long service leave, recreation leave, long sick leave, maternity leave, other miscellaneous long leave)
- Do not count people who are not engaged directly by your service but who provide services at your facility (e.g. hairdressers, allied health professionals, faith leaders).
- Only count once any individual works across multiple sites with your organisation at their primary site (the facility where they work the most).
- Do count agency staff if their most regular and frequent shifts occur at one of your residential aged care services (and only include them once for the primary site).
- Do count students on placement at your facility, or volunteers engaged by your service as required by your state or territory public health order.

Frequency of reporting

While reporting is required at an outlet level each Tuesday, it is critical all providers keep their data via My Aged Care as accurate as possible - on a daily basis - in the lead up to the 17 September deadline for mandatory vaccination.

This is to ensure **every worker has access to a COVID-19 vaccine** prior to this date, and measures are in place by all providers to ensure continuity of quality of care to residents across all facilities.

For enquiries about My Aged Care access and technical assistance, call 1800 836 799.

For more information:

- [Mandatory COVID-19 vaccination in residential aged care including state and territory public health orders](#)
- [Mandatory COVID-19 vaccination reporting by aged care providers](#)