

FOR USE IN STATES OR TERRITORIES WHERE THERE IS A PUBLIC HEALTH ORDER/DIRECTION COVERING HOME CARE AND CHSP PROVIDERS AND EMPLOYEES

Please note this communication has been developed for implementation by Home Care and CHSP providers in states or territories where there is a Public Health Order or Direction mandating a requirement for Home Care/CHSP employees to be vaccinated against COVID-19.

FOR REFERENCE ONLY

PLEASE DELETE THIS PAGE PRIOR TO DISTRIBUTING THIS COMMUNICATION

State or Territory	Directions	Date not permitted to perform work	Date for first dose	Date for second dose
Vic	COVID-19 Mandatory Vaccination (Workers) Directions (No 5)	15 October 2021	22 October 2021	26 November 2021
NSW	Public Health (COVID-19 Care Services) Order 2021	25 October 2021	25 October 2021	29 November 2021
WA	Press release only, awaiting Directions	31 December 2021	31 December 2021	31 January 2022
NT	Northern Territory COVID-19 Directions (No.55)	13 November 2021	13 November 2021	25 December 2021
ACT	Press release only, awaiting Directions	1 November 2021	1 November 2021	29 November 2021

HOME CARE COVID-19 VACCINATION MESSAGE TO STAFF

[This can be sent as an email/memo/letter to home care workers]

Dear all,

As you are aware, the [insert State/Territory] Government has determined that from [insert date – see Page 1] 2021, a person must not enter their workplace for the purposes of work or perform home care work if they have not at least received their first dose of a COVID-19 vaccination. The Direction that applies to your employment with [insert name of employer] is [insert title – see Page 1].

This means that from [insert date – see Page 1], [insert name of employer] will only be able to offer home care work to workers who can demonstrate that they have either been partially or fully vaccinated, or who are covered by an exemption.

The exemptions from the vaccination requirement are medical exemptions for people in very specific circumstances with the relevant medical evidence, and the other exemptions detailed in our Home Care COVID-19 Vaccination Policy.

We may allow unvaccinated employees without exemptions to take any accrued annual or long service leave, but there is a real possibility that we will need to consider suspension without pay or termination of employment or engagement on the basis that those employees are no longer lawfully able to perform their duties.

We strongly encourage all home care employees who have not yet been immunised to make a vaccination appointment as soon as possible. We consider that this is the best way to protect yourself, your family, and our clients from COVID-19. All Australian workers are eligible to receive COVID-19 vaccines, and availability should not be an obstacle. The vaccine is free, and you do not require a Medicare card either to book the appointment or to receive the vaccine.

The nearest vaccination hubs are [insert details]. You can book an appointment online or by calling the Coronavirus Hotline on 1800 675 398. [Option] All workers who are employees will be allowed paid time off to attend an appointment to receive their COVID-19 vaccination upon providing proof of this appointment [End option].

If you have already been vaccinated, or you are going to become vaccinated, please remember to provide your manager with written confirmation of your vaccination status, together with a copy of either your Immunisation History or of your COVID-19 Vaccination Certificate. [insert name of employer] will treat this as sensitive information in accordance with our Privacy Policy.

We are in the process of determining the roster for the coming weeks, so it is important that you provide information and relevant evidence about your vaccination status by [insert relevant date according to industrial instrument rostering requirements and rostering practices].

If you have any questions about this communication, or any concerns about the COVID-19 vaccination or the support which [insert name of employer] has in place, please contact [insert details].