



HIGHVIEW COLLEGE OUTBREAK MANAGEMENT POLICY

Responsible – Executive (operational)

Ratified every three years

Developed by	The Principal	2020
		2023
		2026

STATEMENT

Highview College is committed to taking a proactive approach to protect our students and staff's health and wellbeing throughout the evolving COVID-19 (Coronavirus) pandemic. This includes being prepared to manage a COVID-19 outbreak (suspected or confirmed).

This Plan intends to assist the School prepare, detect and respond to a COVID-19 outbreak and outlines the course of action that will be taken should a suspected or confirmed COVID-19 outbreak occur.

This Outbreak Management Plan is based on the Communicable Diseases Network Australia (CDNA).

Definitions

COVID-19 (Coronavirus) is an illness caused by a new virus that affects the respiratory system. Symptoms include but are not limited to fever, coughing a sore throat and shortness of breath. The virus can spread from person to person, but good hygiene and physical distancing can prevent infection.

PPE means Personal Protective Equipment.

Suspected COVID-19 cases are referred to as a 'suspect case' until a causative pathogen is identified through diagnostic testing.

COVID-19 outbreak is if the COVID-19 virus (SARS-CoV-2) is detected during an outbreak.

Part 1- Introduction

The School understands that the COVID-19 Pandemic is an ever-changing situation.

The school acknowledges that the Victorian Department of Health will act in an advisory role to assist the School to detect, characterise and manage a COVID-19 outbreak should it occur. This includes but is not limited to:

- Assisting the School to confirm outbreaks by applying the case definition correctly and providing advice on obtaining testing samples;
- Providing guidance on outbreak management;
- Monitoring for severity of illness (record deaths and hospitalisations);
- Informing relevant stakeholders of outbreaks;

- Monitoring the number of COVID-19 outbreaks occurring as the pandemic progresses; and
- Contributing surveillance.

Whilst this Outbreak Management Plan and related policies outline the current public health advice relevant to infection prevention control and outbreak management planning, the School acknowledges that the pandemic could affect the entire health care system and the community. It is therefore essential that the School keeps up to date with the most recent Government advice, stays in contact with local health services and deals with each suspected case of COVID-19 on a case by case basis.

The School has completed the COVID-19 Checklist outlined in Appendix B and will complete and review this checklist on at least a fortnightly basis to ensure it continues to be prepared for an outbreak as circumstances change.

Part 2 - Outbreak Management Team

The School has formed an Outbreak Management Team to manage a COVID-19 outbreak (suspected or confirmed) effectively and efficiently. This includes but is not limited to directing, monitoring and overseeing the outbreak, confirming roles and responsibilities and liaising with the Victorian Department of Health. It will further consider the progress of the response, undertake ongoing monitoring, deal with unexpected issues and implement change as required.

If an outbreak is declared the Outbreak Management Team will initially meet daily to:

- Direct and oversee the management of the outbreak;
- Discuss roles and responsibilities;
- Monitor the outbreak progress and initiate changes in response, as required; and
- Liaise with health professionals and the Victorian Department of Health, as required.

The Outbreak Management Team consists of the following staff:

Staff Member	Role	Function
Melinda Scash	Chairperson and Media Spokesperson	Responsible for co-ordinating outbreak control meetings, setting meeting times, agenda and delegating tasks. Responsible for all statements and correspondence with the media. Responsible for corresponding with any Senior School Staff, Parents and Students as required

	Compliance Co-ordinator	<p>Complete a Risk Assessment for re-opening the School.</p> <p>Review the Outbreak Management Plan and control measures and requirements for implementation.</p> <p>Determine whether an area of the school or the entire school needs to move to remote learning and/or working for a period of time.</p>
Sharon O'Shea	Outbreak Coordinator	<p>Responsible for being the clinical lead and providing advice on facilitating assessment and management of ill students.</p> <p>Additionally this role is responsible for working with the Department to implement control strategies.</p> <p>Responsible for ensuring that all infection control decisions of the Outbreak Management Team are carried out, and co-ordinates activities required to contain and investigate the Outbreak</p>
Stuart Mandersloot	Director of Administration	Responsible for co-ordinating practicalities
Shane Harman	Project Manager	Responsible for co-ordinating facilities, grounds and cleaning.
Mel Adams	Public Relations	Responsible for the co-ordination of all media statements and related events.
Kylie Moore	Compliance and People Co-ordinator and Minute Secretary	<p>Responsible for compliance and reporting per Victorian and Australian requirements</p> <p>Records and distributes minutes of meeting</p>

The Outbreak Management Team is responsible for completing and updating the Outbreak Management Checklist as outlined in Appendix B.

Part 3 - Suspected Case of COVID-19

The School has communicated through written and verbal means that any individual who has any COVID-19 symptoms or does not feel well should immediately attend or if a member of staff, telephone the Health Centre.

If the suspected case is a student:

The First Aid Officer will use the COVID-19 Assessment Flowchart outlined in Appendix C to assess the health of the individuals.

If the First Aid Officer believes it may be a Suspected COVID-19 case the Suspected COVID-19 Flowchart outlined in Appendix D will be followed.

If the suspected case is a member of staff:

- They will be requested to remove themselves from campus and go home.
- The First Aid Officer will ask them to call the National Coronavirus Hotline.
- The Principal will follow up on the health and wellbeing of the staff member via telephone call.

If COVID-19 is excluded, the staff member may be able to return to work when cleared and asymptomatic.

If COVID-19 is confirmed, the staff member will be excluded until they meet the criteria for release from isolation outlined in the CDNA COVID-19 Interim National Guidelines.

As soon as practical, the First Aid Officer will contact a member of the Outbreak Management Team who will meet as soon as practical to discuss the following:

- Immediate communication (if required) with relevant groups of staff and students to check their health (low threshold should be used for requesting medical review and testing).
- The appropriate isolation and care of the unwell individual including reference to Child Safety Standards.
- Transportation (if required).
- The need for further minimising interactions between relevant groups of staff and students.
- The need for deep cleaning of relevant areas.
- The need to change or amend any preventative strategies that are in place.
- What communication (if any) should be provided to staff, students and/or parents.
- Notifying the appropriate authorities.

An Incident Report will be completed and recorded in SEQTA and provided to the Outbreak Management Team for any suspected COVID-19 case to ensure proper record keeping of potential cases.

Part 4 - Confirmed Case of COVID -19

In the instance of a confirmed case of COVID-19, The Outbreak Management Team will meet to:

- Identify and implement enhanced infection control measures.
- Implement surveillance for further cases.
- Discuss the need to move to remote learning and/or working for any area of the School.

- Review outbreak plans and requirements for implementation.

Part 5 - Declaring an Outbreak

Whilst the Victorian Department of Health will provide guidance in declaring an outbreak, the following definitions are a guide:

- A potential COVID-19 outbreak is defined as two or more cases of Acute Respiratory Infection in students or staff in the School within 72 hours.
- A confirmed COVID-19 outbreak is defined as two or more cases of Acute Respiratory Infection in students or staff in the School within 72 hours and at least one case of COVID-19 confirmed by laboratory testing.

Part 6 - Outbreak Management

Once an outbreak is declared the Outbreak Management Team will meet on a daily basis to:

- Discuss and ensure all recommendations of the Victorian Department of Health and other regulatory bodies are adhered to.
- Monitor the Outbreak process including but not limited to the following:
- Increase active observation of all students and staff.
- Keep records and incident reports for any staff or students displaying symptoms.
- Identify and implement enhanced infection control measures.
- Consider further isolation measures.
- Extend implementation of standard precautions including performing hand hygiene before and after every contact with a student or staff member, the use of PPE (including gloves, gown, appropriate mask and eye protection) good respiratory hygiene, transmission-based precautions and regular cleaning of the environment and equipment.

It is the responsibility of the **Outbreak Co-ordinator** to ensure the most recent guidelines of the Education Department have been and continue to be implemented.

It is the responsibility of the **Compliance Co-ordinator** to:

- complete a Risk Assessment for re-opening the School (if applicable)
- Review the Outbreak Management Plan and control measures and requirements for implementation.
- Determine whether an area of the school or the entire school needs to move to remote learning and/or working for a period of time.

The **Outbreak Management Team** will immediately seek further advice from Infection Control Practitioners if:

- the outbreak comprises more cases than can be managed
- the rate of new cases is not decreasing
- or three or more staff or students are hospitalised.

Part 7- Declaring the Outbreak Over

The Outbreak Management Team will be guided by the Victorian Department of Health as to when the outbreak can be declared over. Generally, a COVID-19 Outbreak can be declared

over if no new cases occur within 14 days following the date of isolation of the case. The Outbreak Management Team will continue to communicate on a regular basis to consider the following:

- To maintain general infection control measures;
- To monitor the status of ill staff and/or students;
- Communicate with the public health authority, as required;
- To notify any COVID-19 related deaths to the Victoria Public Health Authority;
- To ensure that the Victorian Department of Health is notified of any new cases;
- To communicate and liaise with any external departments, as required; and
- To review the Outbreak Management Plan.
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Appendices

Appendix A – COVID-19 Safe Plan

Appendix B – COVID-19 Preparation Checklist

Appendix C – COVID-19 Outbreak Management Checklist

Appendix D – COVID-19 Assessment Flowchart

Appendix E – Suspected COVID-19 Flowchart

Appendix F – COVID-19 Staff Vaccination Policy

Appendix A

COVIDsafe Plan

Business Name: Highview College

Plan completed by: Melinda Scash

Date reviewed: 23/02/2021

1. ENSURE PHYSICAL DISTANCING

Requirements	Action
<p>We must ensure that students, staff and visitors are 1.5 metres apart as much as possible.</p> <p>We must apply density quotients to configure shared spaces.</p>	<p>Signs will be displayed to show density limits at the entrances of all communal spaces.</p> <p>Use floor markings to provide a minimum physical distancing guide.</p> <p>Use one entrance to enter shared spaces and one to exit where possible.</p> <p>There will be no more than one person per two square metres in communal areas.</p>

2. FACE COVERING

Requirements	Action
<p>All students and all staff to have a face mask with them.</p>	<p>Have supplies of face masks to provide for students, staff and visitors if required.</p> <p>Have supplies of face masks to provide for students, staff and visitors if required.</p>

3. PRACTICE GOOD HYGIENE

Requirements	Action
<p>We must frequently and regularly clean and disinfect shared spaces, including high-touch surfaces such as taps and handles.</p> <p>Frequent and regular hand sanitising throughout the day.</p>	<p>Clean touch surfaces with appropriate cleaning products including detergent and disinfectant.</p> <p>Provide personalised spray sanitiser to all staff to spray rooms and high-touch surfaces after every class.</p> <p>Refill supplies provided in several locations across the campus.</p>

	Students and staff are required to carry a personal supply of hand sanitiser to every class. Every class begins with a hand wash.
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4. KEEP RECORDS AND ACT QUICKLY IF A STUDENT OR STAFF MEMBER BECOMES UNWELL

Requirements	Action
We must develop a business contingency plan to manage any outbreaks	<p>Have a plan to respond to a student or staff member being notified they are positive while on the premises. Students and staff who show symptoms or have been in close contact should NOT attend until they receive a positive test result. Organise the cleaning of the College in the event of a positive case.</p> <p>Contact DHHS COVID-19 Hotline on 1800 338 663 and notify of the actions taken and provide contact details of any close contacts. Prepare to go to Remote Learning if instructed by DHHS to close the school. Return to normal activities at both the school when instructed by DHHS to do so.</p> <p>Records are to be kept of all students, staff and visitors to the College via SEQTA, Passtab or a QR code.</p>

5. AVOID INTERACTIONS IN ENCLOSED SPACES

Requirements	Action
As far as possible avoid crowding	<p>Students will be permitted to wear PE uniform to and from school to avoid congestion in changerooms.</p> <p>Internal door will be propped open throughout the day to avoid hallway congestion.</p>

6. REGISTER ALL VISITORS

Requirements	Action
As far as possible avoid unnecessary	Mail and parcels delivered to box outside Reception.

<p>contact</p>	<p>Parents encouraged to attend meeting after hours.</p> <p>All visitors to the school site are signed in.</p> <p>QR codes used in all events which involve the public or are outside school hours.</p> <p>Contractors have completed COVID Safe Plans.</p> <p>The College has provided COVID Safe plans to external venue providers.</p>
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7. COMPLY WITH ISV GUIDELINES

Requirements	Action
<p>Review Guidelines at each OMT Meeting.</p>	<p>Comply with Guidelines.</p>

Appendix B
COVID-19 Preparation Checklist

Staff education and training	
Symptoms and signs of COVID-19	
Exposure risk levels for COVID-19 including international and interstate travel	
Personal hygiene, particularly hand hygiene, sneeze and cough etiquette	
Appropriate use of PPE such as gloves, gowns, eye protection and masks, including how to put on and take off correctly	
Actions on experiencing symptoms of COVID-19	
Environmental cleaning	
Laundering of linen	
Food handling and cleaning of used food utensils	
Stock	
Posters informing staff and students re safety measures	
Physical distancing markers	
PPE (gloves, gowns, mask and eyewear)	
Hand hygiene products (60%+ alcohol based hand rub, liquid soap, hand towel)	
diagnostic materials (swabs)	
cleaning supplies (detergent and disinfectant products)	
Plan in place to obtain further stock if required	
Screening processes	
Staff	
Students	
Contractors	
Visitors	
Implementation of exposure prevention methods	
Hand hygiene and cough and sneeze etiquette	

Use of appropriate PPE	
Environmental cleaning measures	
Isolating and cohorting	
Social Distancing	
Ceasing use of nebulisers and using spacers as an alternate where possible	
Signage	
Staff Contingency Plan if staff members are required to be excluded from work	
Accessible contact list for all staff and emergency contacts	

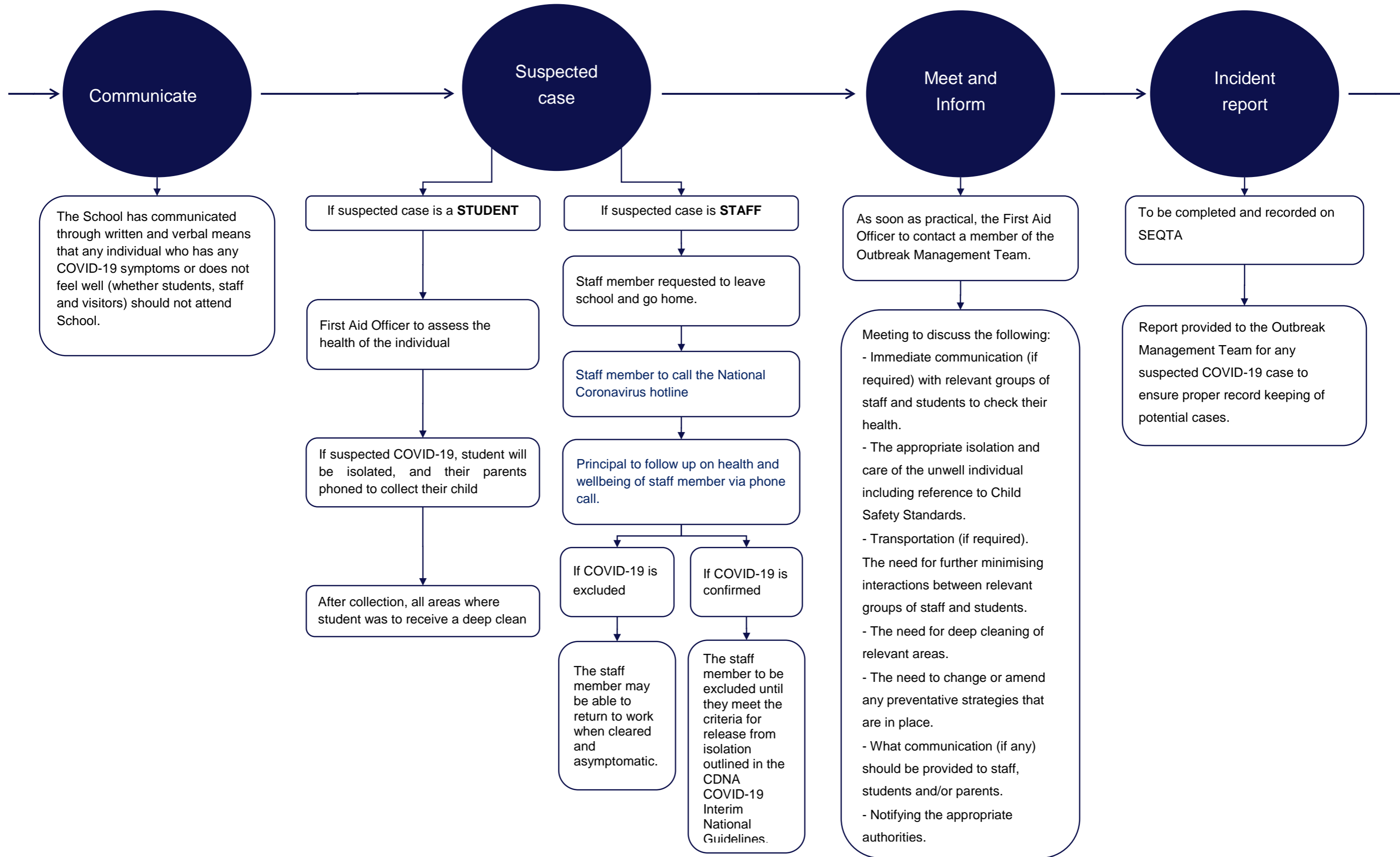
Appendix C

COVID-19 Outbreak Management Checklist

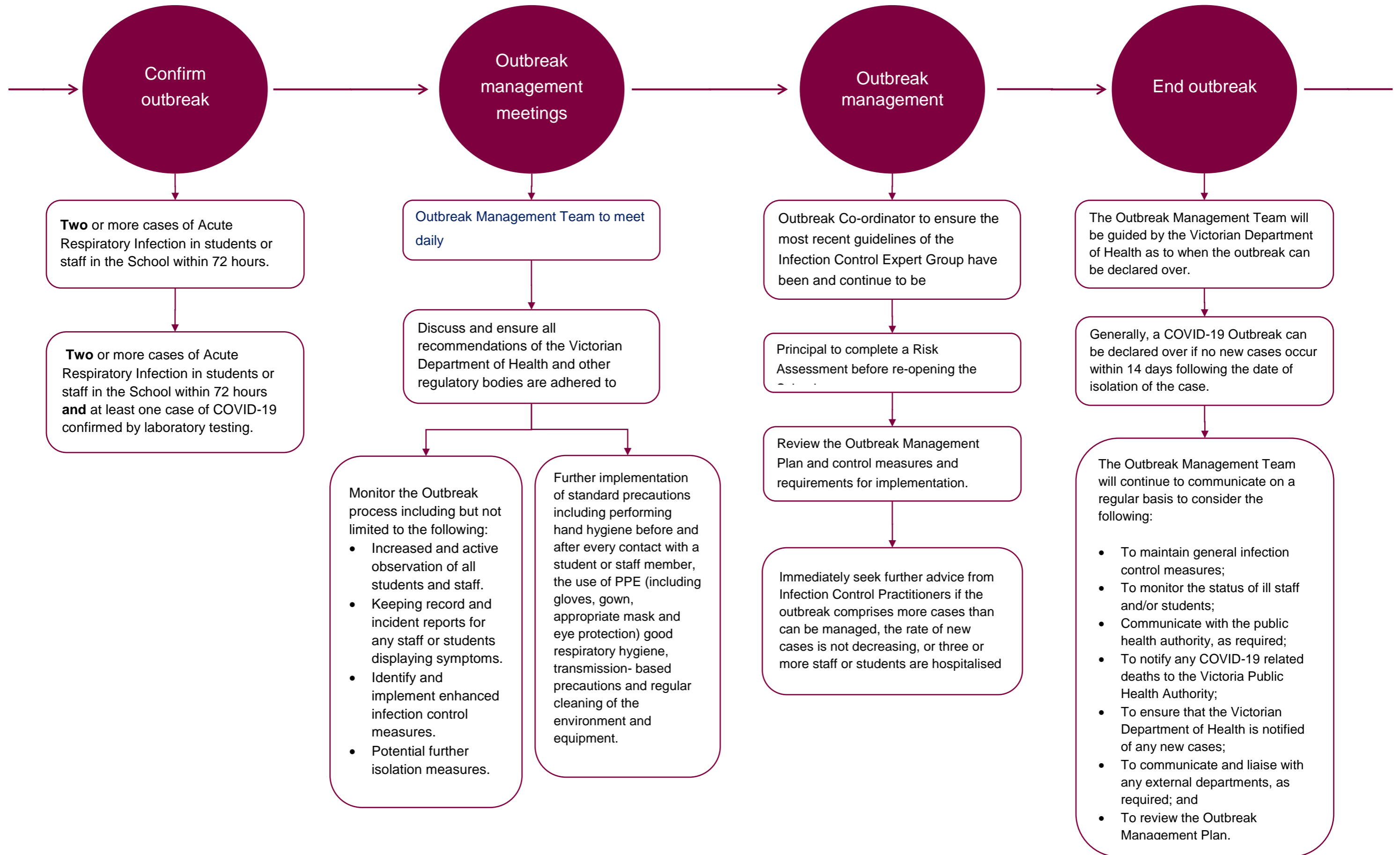
Identify	
Identify if you have an outbreak using the definition in the guideline	
Implement infection control measures	
Isolate ill individuals	
Implement contact and droplet precautions	
Provide PPE outside room	
Display sign outside room	
Exclude ill staff until symptom free (or if confirmed case of COVID-19, until they meet the release from isolation criteria)	
Reinforce standard precautions (hand hygiene, cough etiquette)	
Display outbreak signage at entrances to areas with infected case/s	
Increase frequency of environmental cleaning	
Notify	
The Board Chair	
The Victorian Department of Health	
Inform families and all staff of outbreak	
Restrict	
Restrict movement of staff between areas of the building and between facilities	
Restrict all visitors	
Cancel non-essential group activities during the outbreak period	
Monitor	
Monitor outbreak progress through increased observation of students and staff for fever and/or acute respiratory illness	
Update the case list daily and provide to the Public Health Unit on a daily basis	
Add positive and negative test results to case list	

Declare	
Declare the outbreak over when there are no new cases 14 days from the date of isolation of the most recent case	
Review	
Review and evaluate the Outbreak Management and amend outbreak management plan if needed	

Appendix D - COVID-19 Assessment Flowchart



Appendix E- Suspected COVID-19 Flowchart



STAFF COVID-19 VACCINATION POLICY

POLICY STATEMENT AND OBJECTIVES

The Victorian Government has released the COVID-19 Mandatory Vaccination (Specified Facilities) Directions (No 12) (**Health Directions**).

These Health Directions require the School to take steps to ensure staff are vaccinated in order to limit the spread of SARS-Cov-2 in school settings, and effectively require that staff (unless exempt) are fully vaccinated by 29 November 2021.

Compliance with the Health Directions is mandatory under the *Public Health and Wellbeing Act 2008* (Vic). Failure to do so is an offence.

Highview College (**the School**) is committed to the health and safety of its staff, students and broader school community, which includes preventing the spread of diseases such as COVID-19 on campus and amongst members of the school community.

There is a high risk of COVID-19 infection in the context of a public-facing school environment which requires staff – during on-campus learning – to regularly come into contact each day with a large section of the school community (including staff, students and parents), having regard to the increased rates of community transmission of the DELTA variant of SARS-CoV-2, as well as the increased health risks of the virus to people who might not previously have been considered to be vulnerable.

The School recognises that having a vaccination, including the COVID-19 vaccination, is a personal choice. However, the School has decided that the most effective way to meet its workplace health and safety obligations, and its duty of care to its staff and students, is to comply with the Health Directions.

The School will comply with the Health Directions.

This policy accordingly sets out the measures which the School is taking to ensure that staff are vaccinated in compliance with the Health Directions, and outlines the limited medical exemptions which are available.

SCOPE

This policy applies to all staff members.

DEFINITIONS

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.

Current one-dose vaccine: COVID-19 Vaccine Janssen.

Current two-dose vaccines: Vaxzevria (AstraZeneca), Comirnaty (Pfizer), Spikevax (Moderna), Coronovac (Sinovac), Covidshield (Astrazeneca/Serum Institute of India), Covaxin (Bharat Biotech), BBIP-CorV (Sinopharm).

A person is **fully vaccinated against COVID-19** if the person has received either:

- a one-dose COVID-19 vaccination; or
- two doses of a two-dose COVID-19 vaccination.

A **staff member** is 12 years or older and 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);
- staff of any other entity who attend a school;
- volunteers who attend a school and work in close proximity to children, students or staff (including parent helpers); and
- students on placements at a school.

THE HEALTH DIRECTIONS

The following is a summary of the Health Directions which apply to the School.

Collect, record and hold vaccination information

The Health Directions require the School to collect, record and hold vaccination information about any staff member who is, or may be, scheduled to work at a school.

Vaccination information includes:

- The staff member's vaccination status.
- If a staff member is unvaccinated and in self-quarantine, whether the staff member has a booking to receive at least the first dose of a COVID-19 vaccination within 7 days of the end of the period of self-quarantine.
- If a staff member is partially vaccinated, whether that staff member has a booking to be fully vaccinated by 29 November 2021.
- If the staff member has a medical exemption, acceptable certification.

Prevention of entry to premises for unvaccinated staff

The Health Directions require the School to take all reasonable steps to ensure that a staff member who is unvaccinated does not enter, or remain on, the premises of a school for the purposes of work.

If the School does not hold vaccination information about a staff member, the School must treat the staff member as if the staff member is unvaccinated.

Prevention of entry to premises for partially vaccinated staff

The Health Directions require the School to take all reasonable steps to ensure that from 29 November 2021, a partially vaccinated staff member does not enter, or remain on, the premises of a school for the purposes of work.

The Health Directions also require the School to presently take all reasonable steps to ensure that a partially vaccinated staff member does not enter, or remain on, the premises of a school for the purposes of work where it is reasonably practicable for that staff member to work from the staff member's ordinary place of residence.

In a school environment, it will not be reasonably practicable for the vast majority of staff to work from home following the resumption of on-campus learning. However, the School will provide written advice if it considers it is reasonably practicable for a staff member to work from home.

Exceptions

The only exceptions to the above requirements are as follows:

- The staff member was unable to be partially vaccinated before 25 October 2021 because they were in self-quarantine under the *Diagnosed Persons and Close Contacts Directions*, and has a booking to receive the first dose of a COVID-19 vaccination within 7 days of the end of the period of self-quarantine.
- The staff member has a medical exemption.

Exceptional circumstances

The Health Directions specify limited exceptional circumstances in which the School is not required to comply with the above obligations.

These include where a staff member is required to attend the School's premises and carry out assessments of an oral or performance examination as part of the Victorian Certificate of Education or International Baccalaureate, or work as a venue coordinator for any such examinations.

Exceptional circumstances must be approved by the School, and the relevant staff member's presence on the School's premises will be only for the period of time necessary to respond to the relevant circumstance.

ARRANGING A COVID-19 VACCINATION

To enable the School to comply with the Health Directions, staff 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 exemptions outlined below, make appointments to receive your dose(s) of the relevant COVID-19 vaccination.
- Where you do fall within one of the medical exemptions outlined below, obtain an acceptable certification.
- If you have trouble making an appointment, please contact your manager.
- When you receive your first or second COVID-19 vaccination dose, ensure that you keep a record of these.

The School will support current employees to get vaccinated through the following initiatives:

Allowing employees 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.

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.

PROVIDING PROOF OF VACCINATION STATUS

Evidence of vaccination status (including proof of vaccination, or proof of a booking to receive a vaccination, or proof of a medical exemption) must be promptly submitted to the Principal's PA, Kylie Moore.

Evidence that a staff member is fully vaccinated must be submitted by no later than 12.00pm on Friday 26 November 2021.

Proof of vaccination 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.

EXEMPTIONS FROM COVID-19 VACCINATION REQUIREMENTS

If a staff member believes they are medically exempt from the vaccination requirements set

out in this policy, for a reason specified in the Health Directions, or that other exceptional circumstances apply, they must promptly provide acceptable certification from a medical practitioner that the person is unable to receive a dose, or a further dose, of a COVID-19 vaccine.

The Health Directions recognise the following medical exemptions to the administration of a COVID-19 vaccine:

- anaphylaxis after a previous dose;
- anaphylaxis to any component of the vaccine, including polysorbate or polyethylene glycol;
- in relation to AstraZeneca:
 - history of capillary leak syndrome; or
 - thrombosis with thrombocytopenia occurring after a previous dose;
- in relation to Comirnaty or Spikevax:
 - myocarditis or pericarditis attributed to a previous dose of either Comirnaty or Spikevax; or
 - the occurrence of any other serious adverse event that has:
 - been attributed to a previous dose of a COVID-19 vaccine by an experienced immunisation provider or medical specialist (and not attributed to any another identifiable cause); and
 - been reported to State adverse event programs and/or the Therapeutic Goods Administration; or
- certification from a registered medical practitioner that a person is unable to receive a dose, or a further dose, of a COVID-19 vaccine due to an acute medical illness (including where the person has been diagnosed with COVID-19).

An ‘acceptable certification’ means:

- 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 the staff member is unable to receive a dose, or further dose of a COVID-19 vaccine that is available in Australia; or
- a printed version of a COVID-19 digital certificate.
- A staff member who previously provided evidence of an Australian Immunisation Register immunisation medical exemption form that is completed and signed by the staff member’s medical practitioner, and which states the staff member is unable to receive a dose, or further dose of a COVID-19 vaccine because of a medical exemption, will not be required to provide new certification. Staff members who have not supplied this form, and who do not provide evidence of a COVID-19 digital

A staff member who previously provided alternative evidence of a medical exemption, such as a certificate issued by a medical practitioner, will be required to arrange an Australian Immunisation Register immunisation medical exemption form. Staff members who have not supplied this form as at 6.00pm on 12 November 2021 will no longer be regarded as

medically exempt.

A staff member who is pregnant may provide evidence to the School that a registered medical practitioner has advised against vaccination due to the pregnancy, and specifying when the staff member may be able to receive the COVID-19 vaccination. Please note that pregnancy is not specifically recognised as a medical exemption under the Health Directions.

If a registered medical practitioner certifies that a staff member has a temporary medical exemption, which makes them unable to receive the COVID-19 vaccination, any exemption based on this only applies for the period specified in writing by the medical practitioner. If the medical reason continues beyond that period, the staff member must provide a new certification regarding the medical exemption.

The School may seek additional information regarding a medical exemption, either to confirm that an exemption applies or to manage the School's broader occupational health and safety obligations.

The Health Directions do not contain an exemption for a staff member who objects to the COVID-19 vaccination on personal, political or religious grounds.

WORKERS WITHOUT AN EXEMPTION WHO CHOOSE NOT TO BE FULLY VACCINATED

If a staff member is not medically exempt but chooses not to be fully vaccinated, the staff member must promptly notify the Principal, and in any event by 12.00pm on Friday 26 November 2021.

Staff members who are not medically exempt and who are not partially vaccinated, or who are not fully vaccinated by Monday 29 November 2021, will not be permitted to work or to attend School premises to perform the duties associated with their role. This may mean that the staff member is initially suspended from work without pay.

If the staff member is an employee, they will be provided with an opportunity to discuss their circumstances with their manager and any alternative options which may be available, including:

- alternative work arrangements, subject to the operational needs of School; and
- the staff member taking accrued annual or long service leave.

Any decision regarding alternative options will be at the absolute discretion of School, subject to its legal obligations. Staff who choose not to have a COVID-19 vaccination need to be mindful that this may ultimately result in dismissal.

RECORD KEEPING

The School is collecting vaccination information to:

- comply with the Health Directions;
- ensure that School knows who is eligible to attend work under this policy; and
- enable School to manage the risks to staff, students and the school community arising from COVID-19, including preparing for any possible future outbreaks.

When collecting vaccination information, the School will comply with its '*Privacy Policy*', which is available on the College website.

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.

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.

NEW EMPLOYEES

Staff engaged after this policy is implemented will be required to be fully vaccinated against COVID-19 before starting their employment/engagement.

REFERENCES

Legislation

COVID-19 Mandatory Vaccination (Specified Facilities) Directions (No 12).

Public Health and Wellbeing Act 2008 (Vic).

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](#)