# COVID-19 Victorian Government (Workers) Directions

# Letter 1 - Mandatory Vaccination Notification

# Letter 2 - Vaccine Status

**PLEASE NOTE: TO BE USED FOR EMPLOYEES AND EMPLOYERS COVERED BY THE 7 OCTOBER 2021** [**COVID-19 MANDATORY VACCINATION (WORKERS) DIRCETIONS**](https://www.dhhs.vic.gov.au/sites/default/files/documents/202110/covid-19-mandatory-vaccination-%28workers%29-directions.pdf)

The following letter template(s) should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

**Please note** – this letter should only be used after your organisation has satisfied itself that the relevant health directions referred to in the letter apply to it.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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**[ON COMPANY LETTERHEAD – LETTER 1]**

**[INSERT DATE]**

**PRIVATE AND CONFIDENTIAL**

**[NAME]**

**[STREET ADDRESS]  
[SUBURB] [STATE] [POSTCODE]**

**By [Select method of sending] Registered Post / By Email / Delivered by Hand**

Dear [**NAME],**

**Re: 1 October 2021 Victorian Government Announcement - Mandatory Vaccination**

As you will likely be aware, on 1 October 2021, the Premier announced that on the advice of the public health team, all workers – in Melbourne and regional Victoria – on the Authorised Worker list will be required to have their first COVID-19 vaccination dose by Friday,15 October 2021 in order to continue working onsite. *.*

The Premier also confirmed, Authorised Workers would be required to have their second COVID-19 vaccination by Friday, 26 November 2021.

The Chief Health Officer of Victoria has issued the following Directions [COVID-19 Mandatory Vaccination (Workers) Directions](https://www.dhhs.vic.gov.au/sites/default/files/documents/202110/covid-19-mandatory-vaccination-%28workers%29-directions.pdf) and [COVID-19 Mandatory Vaccination (Specified Facilities Directions (No 6](https://www.dhhs.vic.gov.au/sites/default/files/documents/202110/covid-19-mandatory-vaccination-%28specified-facilities%29-directions-%28no-6%29.pdf))) under the *Public Health and Wellbeing Act 2008.*

Given you are categorised as an Authorised Worker; this requirement will apply to you. We wanted to take this opportunity to ensure you are aware of the requirement so, if you are not already vaccinated, you have time to make an appointment or attend a state-run vaccination hub.

In order to help ensure workers can receive their vaccination in time, a number of additional vaccine hubs, including walk up clinics have been set up as well as expanding the GP and pharmacy network. More information is available at [www.coronavirus.vic.gov.au/vaccine](http://www.coronavirus.vic.gov.au/vaccine).

We will be required to ascertain, as soon as possible, whether our Authorised Workers are vaccinated. We anticipate this will require the following action:

|  |  |
| --- | --- |
| **Circumstances** | **Action** |
| I am **fully vaccinated**  (I have had two COVID-19 vaccinations) | Provide evidence that you have received a first and second dose of the COVID-19 vaccine. This may be in the form of a medical practitioner’s certificate or an extract of your immunisation history, available via the MyGov app. |
| I am **partially vaccinated** | Provide evidence that you have received the first COVID-19 vaccine  AND  Provide evidence that a booking has been made to receive the second COVID-19 vaccine by 26 November 2021 |
| I am **unvaccinated** | Provide evidence that a booking has been made to receive the first COVID-19 vaccine dose by 15 October 2021  AND  Provide evidence that a booking has been made to receive the second COVID-19 vaccine dose by 26 November 2021 |
| I am **exempt** from having the COVID-19 vaccine | Provide evidence, to our satisfaction, from a medical practitioner confirming you are medically exempt from taking the vaccine |

We will continue to monitor the situation and provide further information when it is available.

Again, we wanted to take this opportunity to ensure you had the full picture and an opportunity to get vaccinated and obtain the evidence you may need. Given the mandate, it is likely the government will prohibit unvaccinated workers from attending the workplace which may mean you are not able to perform your role.

If you would like to discuss this letter or have any concerns, please do get in touch.

Kind regards,

**[INSERT MANAGERS NAME]**

**[INSERT MANAGERS TITLE]**

**[INSERT COMPANY NAME]**

**[ON COMPANY LETTERHEAD – LETTER 2]**

**{INSERT DATE}**

**PRIVATE AND CONFIDENTIAL**

**[NAME]**

**[STREET ADDRESS]  
[SUBURB] [STATE] [POSTCODE]**

**By [Select method of sending] Registered Post / By Email / Delivered by Hand**

Dear [**NAME]**

**Re: Direction to provide information about your vaccination status**

The purpose of this letter is to provide information and directions to you, to ensure [**INSERT FULL COMPANY NAME] (ADD COMPANY’S SHORT NAME)** complies with obligations [**INSERT COMPANY’S SHORT NAME]** has pursuant to Directions issued by the Chief Health Officer of Victoria.

1. The Chief Health Officer of Victoria has issued Directions under the *Public Health and Wellbeing Act 2008* (the [COVID-19 Mandatory Vaccination (Workers) Directions](https://www.dhhs.vic.gov.au/sites/default/files/documents/202110/covid-19-mandatory-vaccination-%28workers%29-directions.pdf) and [COVID-19 Mandatory Vaccination (Specified Facilities Directions (No 6](https://www.dhhs.vic.gov.au/sites/default/files/documents/202110/covid-19-mandatory-vaccination-%28specified-facilities%29-directions-%28no-6%29.pdf))), making it mandatory that we require you to provide information to us about your COVID-19 vaccination status.
2. The CHO Directions require us to direct you to give to us before **[INSERT RELEVANT DATE]** information about:
3. Whether you have received one, two or no doses of a COVID-19 vaccine; and
4. if you have received no dose of a COVID-19 vaccine, whether you have made a booking to receive a first dose of a COVID-19 vaccine by **[INSERT FIRST DOSE DEADLINE],** or
5. if you have received one dose of a COVID-19 vaccine, whether you have made a booking to receive a second dose of a COVID-19 vaccine by **[INSERT SECOND DOSE DEADLINE]** ; or
6. whether you are an “Excepted Person” for the purposes of the CHO Directions. A person will be an Excepted Person if they have certification from a medical practitioner that they are unable, due to a medical contraindication (as defined in the CHO Directions) to receive a dose (or further dose) of a COVID-19 vaccine.
7. [**INSERT COMPANY’S SHORT NAME]** now directs you to provide to us before **[INSERT RELEVANT DATE]**:
   1. If you have not received a COVID-19 vaccine dose, the information set out at 2 (a) and (b) above; or
   2. If you have received one dose of a COVID-19 vaccine, the information set out at 2 (a) and (c) above; or
   3. If you are an “Excepted Person” (that is, there is a medical reason you cannot receive a COVID-19 vaccine), evidence of your status as an Excepted Person.
8. [**INSERT COMPANY’S SHORT NAME]** considers this to be a lawful and reasonable direction in the course of your employment.
9. As an operator in the **[INSERT RELEVANT INDUSTRY COVERED BY THE DIRECTION],** we are obliged by law to obtain the information set out above from you. If you have not provided the relevant information before **[INSERT RELEVANT DATE]** you will be removed from the roster and unable to work until the information is supplied. This is because the CHO Directions require us to ensure from **[INSERT RELEVANT DATE]** unvaccinated workers or workers who do not provide the relevant information **do not enter or remain on our** **premises for the purposes of performing work**.
10. Please treat this letter as fair notice that if you fail to comply with this lawful and reasonable direction, you may be subject to disciplinary action up to and including the termination of your employment.
11. Please provide evidence as set out in this letter to **[INSERT COMPANY’S ADDRESS]**. Information can be provided in a variety of formats including for example a letter from a medical practitioner, a certificate of immunisation or an immunisation history statement obtained from the Australian Immunisation Register
12. **[INSERT** **COMPANY’S SHORT NAME}** will continue to monitor directions from the Victorian Government and it may be necessary for us to issue further directions to you as the Government Directions evolve.

We understand this is a challenging time. If you need to discuss this letter, vaccination, need assistance getting an appointment or want to discuss what other support might be available to you please contact **[INSERT NAME OF BEST CONTACT].**

Kind regards,

**[INSERT NAME OF CONTACT]**

**[INSERT CONTACT’S TITLE]**

**[INSERT COMPANY NAME]**