

COVID-19 Vaccination Procedure

Procedure Statement

Activ is committed to ensuring the highest standard of health and safety of its people, customers and the community and:

- recognises that COVID-19 creates health and safety risks in the workplace; and
- understands that vaccination is a measure that may reduce risks associated with COVID-19.

Activ is also committed to ensuring it meets the requirements for control measures implemented by both the Federal and State Government.

COVID-19 is a highly transmittable acute respiratory infection that can cause severe illness or death, especially in people who are vulnerable to its impacts. COVID-19 continues to have a significant impact on all of our lives and on how we operate as an organisation critical to providing support to our community and vulnerable groups.

As a workplace participant, you must take all reasonable steps to help stop the spread of COVID-19 to keep you, your colleagues and other persons safe and healthy in the workplace.

This procedure supports the [COVID-19 \(coronavirus\) Policy \(3589\)](#).

Responsibilities

This procedure sets out Activ's approach to COVID-19 vaccinations. It supplements, but does not replace, any other Activ policy, direction or requirement and may be amended or replaced, including in response to new variants and other changes in the nature of COVID-19.

What does this mean for you?

Activ has applied the COVID-19 vaccination requirements following review of the WA Government COVID-19 vaccination mandate and its COVID-19 risk assessment.

Roles	Requirement
<ul style="list-style-type: none"> • Support Workers • Team Leaders • Behaviour Support Team • Quality Improvement BP • Maintenance Team • Activ Property Care Team <p><i>(Any roles that attend residential disability accommodation homes on a regular basis)</i></p>	<p>Are required to provide proof of vaccination to Activ, as per below:</p> <ol style="list-style-type: none"> 1. be fully vaccinated against COVID-19 to the satisfaction of Activ, with a first dose to be received by 1 December 2021 and fully vaccinated by 31 December 2021; 2. received a third booster dose within one month of becoming eligible; 3. take all necessary steps to ensure that they continue to comply with this policy, including that they keep up to date with and comply with all Australian Government recommendations regarding COVID-19 vaccination(s); and 4. immediately provide an electronic copy of the COVID-19 digital certificate or immunisation history statement to Activ through Health@activ.asn.au

All other roles not captured above.	Not required to provide proof of vaccination status.
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Vaccination appointments can be made through <https://vaccinatewa.health.wa.gov.au>, your GP or a pharmacist.

Vaccination certificates may be obtained through your MyGov account, Medicare or other sources. Further information is available from Services WA at: <https://www.wa.gov.au/organisation/covid-communications/covid-19-coronavirus-getting-proof-of-covid-19-vaccinations>.

Your Individual Healthcare Identifier may be blacked out by you prior to the provision of this information.

Evidence provided will be securely stored by Activ in accordance with the **Activ Privacy Policy (AQuA 2852)**. By providing a copy, you expressly consent to Activ collecting, maintaining, using and disclosing this information as required for purposes relating to your employment.

Disability Support Accommodation Facility

As per the WA government mandate, workers providing goods or services on a regular basis at a Disability Support Accommodation Facility (accommodation home) are required to be fully vaccinated against COVID-19 including booster. Note that for workers attending accommodation homes on an **ad-hoc** basis they are permitted to attend without requiring to provide proof of vaccination. As per the 'Disability Support Accommodation Worker (Restrictions on Access) Directions: https://www.wa.gov.au/system/files/2022-06/Disability_Support_Accommodation_Worker_RoA_Directions.pdf

Exceptional Circumstances

There are some circumstances when an individual cannot be safely vaccinated due to a medical or other compelling reason. Please note that Activ is not able to provide exemptions to WA Government vaccine directions. If you have a medical reason you cannot get vaccinated, you will need to discuss this with your GP and have them register an exemption for you.

In these circumstances, Activ may request evidence of the reasons for the exemption. Activ and the workplace participant will consult and consider a range of factors to determine the level of risk, and options to manage the risk based on their role.

Time off if Unwell

If you experience side effects after your vaccination and are not well enough to work, you may be eligible to take accrued paid personal/carer's leave in accordance with Activ policies or, if you do not have this entitlement (e.g., because you are not an employee or have not accrued it) then Activ may, at its discretion, authorise your unpaid absence for the period you are unwell.

Ongoing Precautions

It is important to remember that even if you, your colleagues and customers are vaccinated, there is a continuing risk that you may still get or spread COVID-19 because the vaccines do not provide 100% protection. This means that additional risk mitigations will remain in place for the foreseeable future. For example, vaccinated workplace participants must continue to physically distance, implement good hygiene, undertake regular cleaning and maintenance of equipment and resources, use personal protective equipment and not come to work if unwell.

Activ Procedure

Controlled Document



Changes to this procedure

This procedure may be amended or withdrawn by Activ at its discretion and does not form part of your contract of employment.

Scope, Responsibilities and Consultation

Scope: This procedure applies to all workplace participants, including Activ staff, employees, volunteers, work experience placements, managers, Board Directors of Activ and contractors.

Responsibilities: Each Line Manager is responsible, and will be held accountable for ensuring staff, supported employees and customers are familiar with this procedure, and have sufficient skills, knowledge and ability to meet the requirements.

All employees will be held accountable for complying with the requirements of this procedure.

Consultation: CMTF, HoHR, HoQSHE, Executive Team

Policy Context

Legislation:

- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 1996 (WA)
- Public Health Act 2016 (WA) and Directions made pursuant to the Act
- Emergency Management Act 2005 (WA)

Related policies and procedures:

- Activ Privacy Policy (2852)
- COVID-19 (coronavirus) Policy (3589)
- COVID-19 Management Plan (3573)
- Manage OSH Risk in the Workplace (1668)
- Occupational Safety and Health Policy (1378)

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