

MACS COVID-19 Mandatory Vaccination Policy



Purpose of this policy and commencement

The health and safety of all members of our community are at the forefront of everything we do.

The obligations imposed on Melbourne Archdiocese Catholic Schools Ltd (MACS) by the pandemic orders in relation to the vaccination of education workers are explained in this policy.

This policy also outlines MACS' vaccination requirements relating to MACS office workers and boosters.

The purpose of this policy is to:

- ensure a safe environment for MACS employees, contractors, volunteers, students and their families, and others attending MACS office and education facilities, by only permitting them to attend in accordance with this policy
- assist in the prevention of the unnecessary acquisition and spread of COVID-19 at MACS office and education facilities by complying with any legal requirements with respect to COVID-19.

This policy commences with immediate effect and operates until further notice subject to any applicable pandemic orders, which may be issued from time to time after its commencement.

Workers covered by this policy

This policy applies to all MACS office workers engaged to work at a MACS office and education workers engaged to work at a MACS education facility.

As a condition of attendance at the premises of a MACS education facility and MACS office, education workers and MACS office workers are required to read and accept the terms of this policy.

For guidelines on vaccination requirements for parents, carers and visitors, refer to [Parents and Carers on School Sites Guidelines](#).

Vaccination status

If an education worker or MACS office worker is, or may be, scheduled to work at a MACS education facility or MACS office, in accordance with MACS' obligations under the pandemic orders and MACS' vaccination requirements, MACS is obliged to, and will, collect, record and hold the following vaccination information about the education worker or MACS office worker:

- the vaccination status of any education worker or MACS office worker
- if the education worker or MACS office worker is fully vaccinated – the date on which they became fully vaccinated
- whether the education worker or MACS office worker is fully vaccinated (boosted)
- if the education worker or MACS office worker is fully vaccinated (boosted) – the date on which they became fully vaccinated (boosted).

MACS is authorised under the pandemic orders to use any information that it holds about the vaccination status of any education worker or MACS office worker who is, or may be, scheduled to work at a MACS education facility or MACS office, except an education worker's or MACS office worker's Individual Healthcare Identifier.

Evidence of vaccination status

MACS will accept the following as evidence of vaccination status containing the required information as described below:

- any information that is derived from a record of information that was made under, or in accordance with, the *Australian Immunisation Register Act 2015* (Cth)
- the name or type of any dose of a COVID-19 vaccine received by the person
- the date on which the person received any dose of a COVID-19 vaccine.

Note: Vaccination information may be recorded in a variety of documents, such as a letter from a medical practitioner, a certificate of immunisation or an immunisation history statement obtained from the Australian Immunisation Register. For overseas travellers, it may be recorded in an Australian International COVID-19 Vaccination Certificate or vaccination certificate issued by an overseas government authority, accompanied by the Australian Travel Declaration or COVID-19 Vaccination and Testing Declaration for travel to Australia.

Privacy

Subject to the pandemic orders, information provided about an education worker's or MACS office worker's vaccination status in accordance with this policy will be handled by MACS in line with the Catholic Education Commission of Victoria Ltd (CECV) Data Collection Statement.

Attendance at the premises of a MACS education facility or office

The pandemic orders oblige MACS to take all reasonable steps to ensure that an education worker or MACS office worker does not enter, or remain on, the premises of a MACS education facility or MACS office for the purposes of working at those premises, unless the education worker or MACS office worker is fully vaccinated or an exception under the pandemic orders applies.

MACS is required under the pandemic orders and MACS' vaccination requirements to take all reasonable steps to ensure that an education worker or MACS office worker does not enter, or remain on, the premises of a MACS education facility or MACS office for the purposes of working at those premises, unless the education worker or MACS office worker is fully vaccinated (boosted) by the date of the applicable **booster deadline** (as defined below) or an exception under the pandemic orders applies.

If an education worker or MACS office worker does not provide information about their vaccination status, MACS will, in accordance with the pandemic orders, treat that education worker or MACS office worker as unvaccinated when considering whether they may enter, or remain on, the premises of any MACS education facility or MACS office for the purposes of working at the premises.

Exceptional circumstances exception

At any time, an education worker or MACS office worker, regardless of their vaccination status, is permitted to attend the premises of any MACS education facility or MACS office, even if MACS has not collected information about their vaccination status, if one or more exceptional circumstances as defined by the pandemic orders applies.

In the event of exceptional circumstances as defined within the pandemic orders, MACS must take all reasonable steps to ensure that the education worker or MACS office worker remains on the premises

of the MACS education facility or MACS office only for the period necessary to respond to the exceptional circumstance.

Definitions

In this policy, the following terms have the meaning set out below:

Acceptable certification, for the purpose of defining an excepted person, is as defined in the current Pandemic COVID-19 Mandatory Vaccination (Specified Facilities) Order 2022.

Booster deadline is as defined in the current Pandemic COVID-19 Mandatory Vaccination (Specified Facilities) Order 2022.

Booster dose means that an education worker or MACS office worker has received either:

- a second dose of a COVID-19 vaccine after receiving one dose of a one-dose COVID-19 vaccine
- a third dose of a COVID-19 vaccine after receiving two doses of a two-dose COVID-19 vaccine, including different types of two-dose COVID-19 vaccines.

Booster (third dose) exceptions are as defined in the current Pandemic COVID-19 Mandatory Vaccination (Specified Facilities) Order 2022.

Critical unforeseen circumstance means a circumstance that MACS could not reasonably have foreseen, nor planned for, which results in a critical need for staff.

Education facility means:

- premises at which a childcare or early childhood service is provided
- premises at which an outside school hours care service is provided
- a school
- school boarding premises.

Education worker means:

- any person who is employed by MACS to work in a MACS education facility (including teachers, early childhood educators and education support staff)
- a person contracted to work at a MACS education facility who will or may be in close proximity to children, students or staff, whether or not engaged by MACS, including casual relief teachers, breakfast club suppliers, IT personnel, NDIS providers and auditors (but not delivery personnel)
- staff of any other entity who attend a MACS education facility
- volunteers who attend a MACS education facility and work in close proximity to children, students or staff (including parent helpers)
- students on placement at a MACS education facility.

Emergency situation is as defined in the current Pandemic COVID-19 Mandatory Vaccination (Specified Facilities) Order 2022.

Fully vaccinated means, in respect to an education worker or MACS office worker, that the education or office worker has received either:

- one dose of a one-dose COVID-19 vaccine

- two doses of a two-dose COVID-19 vaccine, including two different types of two-dose COVID-19 vaccines.

Fully vaccinated (boosted) means, in respect to an education worker or MACS office worker, that the education or office worker has received a booster dose.

MACS, for the purpose of administering this policy, means authorised MACS employees and principals of MACS schools.

MACS office means a MACS-operated facility.

MACS office worker means any person who is employed by MACS to work in a MACS-operated facility (MACS office).

Medical contraindication is as defined in the current Pandemic COVID-19 Mandatory Vaccination (Specified Facilities) Order 2022.

Medically excepted person is as defined in the current Pandemic COVID-19 Mandatory Vaccination (Specified Facilities) Order 2022.

Pandemic orders means any directions issued by Victoria’s Chief Health Officer or authorised delegate under the *Public Health and Wellbeing Act 2008* (Vic.), or any orders made by the Victorian Minister for Health in relation to mandatory vaccination requirements, including the Pandemic COVID-19 Mandatory Vaccination (Specified Facilities) Order 2022, as in force at the relevant time.

Partially vaccinated means, in respect to an education worker or MACS office worker, that the education or office worker has received one dose of a two-dose COVID-19 vaccine and is not an excepted person.

Premises has the same meaning as in the *Public Health and Wellbeing Act 2008* (Vic.), but does not include an education worker’s or MACS office worker’s ordinary place of residence.

Unvaccinated means, in respect to an education worker or MACS office worker, that the education or office worker has not received a dose of a COVID-19 vaccine and is not an excepted person.

Vaccination status refers to whether an education worker or MACS office worker is fully vaccinated (boosted), fully vaccinated, partially vaccinated, unvaccinated or an excepted person.

Review of this policy

MACS will monitor and assess the operation of this policy in line with the latest information from government and health agencies. MACS may amend, withdraw or replace this policy from time to time at its sole discretion.

Responsible director	Director, Catholic Mission, People and Culture
Policy owner	Employee Relations
Approving body/individual	Executive Director
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POLICY DATABASE INFORMATION	
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Superseded documents	N/A
New policy	New