**WARNING:
THIS DOCUMENT WAS PREPARED BY ANGLICARE WA AS PART OF ITS DECISION TO MAKE COVID VACCINATION MANDATORY FOR ALL ITS STAFF.
THIS WAS BEFORE THE PREMIER’S ANNOUNCEMENT ON 20 OCTOBER 2021 WHICH STATED THAT VACCINATION WAS MANDATORY FOR CERTAIN GROUPS OF EMPLOYEES ACROSS THE STATE.**

**THIS IS BEING SHARED IN A SPIRIT OF GOODWILL AND OTHER NON-PROFIT ORGANISATIONS ARE WELCOME TO USE PARTS OF THIS CONTENT IN THEIR OWN COMMUNICATIONS AND POLICIES, BUT PLEASE NOTE THAT SOME OF THIS CONTENT IS SPECIFIC TO ANGLICARE’S OPERATIONS AND VALUES.**

**PLEASE ENSURE THAT YOU CUSTOMISE THE CONTENT APPROPRIATELY FOR YOUR OWN ORGANISATION.
ANGLICARE WA TAKES NO RESPONSIBILITY FOR ANY IMPLICATIONS (LEGAL OR OTHERWISE) OF YOU USING SOME OR ALL OF THIS CONTENT IN YOUR OWN POLICIES OR COMMUNICATIONS.**

Dear [Name]

We have, over the last few months, been seeking feedback regarding people’s COVID-19 vaccination views. Thank you to all who contributed.

Reflecting on the fact that we deliver essential services to vulnerable people, the recent public health orders (relating to accessing health and policy facilities) impacting our workforce and the impending arrival of the Delta strain of COVID-19, we have now developed an organisation wide COVID-19 Vaccination Policy.

**The policy requires that Workers have full COVID-19 vaccination to attend our workplaces, with limited exceptions on a case-by-case basis.**

The timing of this policy aligns with public health orders and is:

* 1st COVID-19 Vaccine dose by 1 December 2021
* 2nd COVID-19 Vaccine dose by 1 January 2022

We are doing this because we are deeply committed to keeping our people, clients and communities as safe as possible and reducing the risk of transmission of COVID-19. We recognise that in the current environment COVID-19 vaccination is an essential element of our overall COVID-19 response planning.

Vaccination is currently the most effective way to reduce deaths and severe illness and offers the highest order safety control against COVID-19. We need to ensure that our people, clients and communities have a safe workplace and the greatest protection possible.

Getting vaccinated is not only something we do for ourselves. We do it for the people we love and care for. We do it for our clients, our workmates and for everybody’s safety. In many places it is also required by law for workers.

If you haven’t already been vaccinated, make a booking soon. Visit link for vaccination booking details.

**Details**

Please see the recording from today’s Town Hall here and find the COVID-19 Vaccination Policy attached along with current FAQs.

**Next steps**

Depending on your circumstances, there are three options for next steps:-

1. If you have had your vaccine(s), please upload the Vaccine Certificate here. The first dose evidence must be uploaded by **1 December 2021** and the second by **1 January 2022**.
2. If you would like to apply for an exemption based on medical or protected factors, please discuss with your line manager, and make an application to osh@anglicarewa.org.au including relevant evidence by **19 November 2021.**
3. If you would like to apply for an exception based on inherent requirements of the role, please discuss this with your line manager and an application to osh@anglicarewa.org.au including relevant details by **19 November 2021**.

If you are unsure and need more information, see below:

**Information and consultation forums**

If you would like more information and to provide more feedback regarding the implementation of the policy, please join one of these sessions:

**Tuesday 19 October @ 1.00pm**

Register here to attend

**Wednesday 20 October @ 8.30am**

Register here to attend

**Thursday 21 October @ 8.30am**

Register here to attend

**Friday 22 October @ 10.00am**

Register here to attend

More sessions can be arranged depending on demand

Individual discussions can be arranged – either by talking to your line manager or Shelley Micale, Director, People and Culture (x2085) | Dan Gasper, Manager, Health, Safety and Wellbeing (x2111).

This has been a difficult decision, not made lightly. We appreciate everyone’s feedback to date and acknowledge that there may be different views on this issue. Our overarching priority is to take any steps we can to ensure that our people, our clients and our communities are as safe as possible.

Kind regards

Mark Glasson

CEO