**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.**

**Leaders’ guide to roll out new Policy**

* **Full COVID-19 vaccination as condition to attend a workplace**

|  |  |
| --- | --- |
| **Leader** | [Name] |
| **Team** | [Name] |
| **Date** | [Date] |

1. Team Workforce Profile

1.1 The policy covers all people who undertake work on behalf of Anglicare WA.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Engagement Type** | **In Workplace?** | **List** | **Received Information and Policy?** | **Role covered by a PHO?** | **Individual follow up conversation** |
| **Full-time** employees | Yes/No | * [Name]
* [Name]
 | * Yes/no
* Yes/no
 | * Yes/no
 | * Yes/not needed
 |
| **Part-time** employees | Yes/No | * [Name]
* [Name]
 |  |  |  |
| **Casual** employees  | Yes/No | * [Name]
* [Name]
 |  |  |  |
| **Volunteers**  | Yes/No | * [Name]
* [Name]
 |  |  |  |
| **Students** | Yes/No | * [Name]
* [Name]
 |  |  |  |
| **Contractors** (cleaners, maintenance support etc) | Yes/No | * [Name]
* [Name]
 |  |  |  |

* If you need assistance in determining whether a PHO covers any of your workers, please contact Dan or Shelley.
* Do you have any team members (volunteers and employees) currently on leave? How will you ensure they receive relevant information?

Are there any particular issues relating to your workforce coverage of the policy which are worth noting?

|  |  |  |
| --- | --- | --- |
| **Issue** | **Action needed** | **Additional notes** |
| * E.G. Public Health Orders, impact of dates on access to facilities
 | * Ensure that records in place to identify which Workers are/not vaccinated
 | * Need to consider how third parties will be notified of vaccination status, while protecting privacy
 |
| * E.g. Co-located organisation in same workplace
 | * Inform the co-located service of policy
* Agree on join policy approach
 |  |
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2. COMMUNICATION

Consider:

* How will your workforce receive the Vaccination Policy information? Will they be able to attend the Town Hall, have access to emails. Are there extra communication channels needed?
* How will you follow up with team members to identify queries?
* Do you need assistance from Dan or Shelley with communications?

 (Team or individual consultation sessions)

* Are there other stakeholders who need to be informed (participants, clients, partners)? Do you require formal organisational communication collateral for your stakeholders? If so, escalate to your RM.
* Inform your workforce that any vaccination information a Worker discloses to Anglicare WA will be treated confidentially. As vaccination information is 'sensitive information' under the Privacy Act, Anglicare WA needs consent from Workers to collect the information. That means that if a Worker does not consent to providing the requested information, we cannot and will not compel them to do so. Consent will be implied should a Worker provide their vaccination information to Anglicare WA.
* What will happen to Workers who are not permitted to attend a healthcare facility as per a PHO or the Workplace? Employees may be granted a period of unpaid leave for a short-term period unless they reach an agreement with Anglicare WA to take a period of accrued annual leave or long service leave. Other Workers (students, volunteers, contractors) will not be permitted to attend the Workplace in line with relevant timeframes.

3. FACILITATING VACCINATION

3.1 Where can your Workforce receive vaccination information locally? Medical practices? Chemists? Online?

3.2 Which are the nearest, most accessible vaccination distributors near your workforce? How will you promote this information across your workers?

* GP clinics, chemists, vaccination hubs (check hours and accessibility)

3.3 Could you arrange for a clinician to visit your worksite if that will assist workers (and clients)? If you need assistance with this, call Dan (9263 2111)

4. PLANNING

4.1 Do you anticipate that workers may choose not to be vaccinated, and not continue engagement with Anglicare WA?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Worker** | **Role** | **PHO coverage?** | **Reasonable Adjustments?** | **Criticality of role?** | **Replacement options / plans** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

5. KEY TIME-FRAMES

Tier 2, first dose deadline: 1 November (any issues for your workforce?)

 2nd dose = 2 December 2021

All others first dose deadline: 1 December 2021

 2nd dose = 1 January 2021

Any other key dates to note?

6. IDEAS AND CHALLENGES

6.1 Do you have ideas on what could/should be done to support this roll out?

6.2 What other challenges do you foresee, and do you have any suggestions how they might be addressed?

Please contact Dan Gasper (Manger Health, Safety & Wellbeing) or Shelley Micale (Dir, People & Culture) to raise any further issues / queries / ideas