

Covid-19 Vaccination Policy and Procedure – Interim

1.0 Purpose

Bendigo Kangan Institute (BKI) is committed to the health, safety, and wellbeing of the BKI community during the COVID-19 pandemic. Vaccination against COVID-19 is a key public health measure to reduce the severity and spread of the virus.

This policy sets out the measures which BKI is taking to ensure staff, students, contractors, and visitors are vaccinated against COVID-19. It also outlines the limited exemptions which are available.

2.0 Scope

This policy applies to BKI staff, students, contractors and visitors over the age of 12 years and two months attending BKI premises. Staff include paid staff, volunteers, and students on work placement at BKI.

- All staff working on-site must be vaccinated (in line with COVID-19 Mandatory Vaccination Workers Directions)
- All students (except VETDSSSS, VCAL and 100% off-site delivery) are required to be fully vaccinated to attend onsite learning
- Applicants who have been made an offer to study at BKI are required to be fully vaccinated at the time of enrolment (except VETSSSS, VCAL and 100% off-site delivery)
- All visitors (age 12 years and two months and over) attending any BKI premises must be fully vaccinated
- All contractors on-campus must be fully vaccinated.

Consistent with the Department of Education and Training Guidelines, it is not a requirement for VCAL students, and VETDSS to have a COVID-19 vaccination at this stage.

3.0 Legislative and Directive Context

Public Health and Wellbeing Act 2008 (Vic)

COVID-19 Mandatory Vaccination (Workers) Directions

Open Premises Directions

Victorian Government Roadmap

4.0 Policy Statement

The risk of COVID-19 transmission is present where staff, students and visitors travel to and attend BKI premises and to come into contact with members of the community. This policy has been

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developed having regard to the increased rates of community transmission, the risks the virus presents to people and the Institute's obligations.

In this context, the Institute has implemented a mandatory COVID-19 Vaccination Policy. It considers this as the most effective way to comply with the Health Directions, meet our workplace health and safety obligations and any associated duty of care to the BKI community.

COLLECTING, RECORDING AND HOLDING VACCINATION INFORMATION

The Public Health Directions require BKI to collect, record and hold vaccination information about all staff and students attending a BKI campus.

Vaccination information includes:

- The person's vaccination status
- (for staff only) If the person is partially vaccinated, whether that person has a booking to be fully vaccinated by 26 November 2021
- If a person has a medical contraindication exemption, a COVID-19 certificate issued by Services Australia that states that the person is unable to receive a dose, or a further dose of any COVID-19 vaccine available in Australia.

Staff

The information is collected, recorded and held (including retaining evidence of the above) through the Institute's Employee Self Service (ESS) system. The evidence is retained on the employee's personnel file.

Students

The information above is collected, recorded and verified through a mechanism which enables students to self-upload their documentation (via a secure link). The documentation is then verified through an automated process which triggers an update against the student's record in the Institute's enrolment system, Banner. For documentation that cannot be verified automatically, a manual verification occurs before updating the student record in Banner. After both automatic and manual verification, documents are deleted. The Institute does however retain the status of a student's COVID-19 vaccination. Documents emailed to staff directly will not be accepted.

Visitors and contractors

The Institute is required to verify the vaccination status of visitors and contractors. This is done through the Service Victoria application where visitors and contractors display a 'green tick' upon entry into our campuses. Where a visitor or contractor does not have access to the Service Victoria application, they are able to sign in on paper and show a hard copy of their COVID-19 certificate.

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ATTENDING INSTITUTE CAMPUSES: VACCINATION REQUIRED:

If BKI does not hold vaccination information about a person entering BKI premises, it must treat the person as if they are unvaccinated.

BKI will take all reasonable steps to ensure that a person who is unvaccinated does not partake in work or study on campus or enter any BKI premises for the purposes of work, study or any other reasons.

- The only exceptions to these requirements are where the person has a legal exemption, such as a medical contraindication exemption. In such cases, additional controls may be put in place to ensure the safety of individuals with medical contraindication exemptions.
- Other medical exemptions (outside of the ones provided through the Australian Immunisation Register) will be considered on a case-by-case basis by the Institute.

PROVIDING PROOF OF VACCINATION

Evidence of vaccination must be submitted via the following avenues:

- Staff are required to upload proof of vaccination into Employee Self Service (ESS) before attending on-site. Volunteers and non-payroll staff upload proof of vaccination via a Snapform. For assistance, please contact covid19@kangan.edu.au.
- Students are required to provide evidence before attending on-site via the secure form. To access this, students need to be logged into the student portal using their full student email address and password. For assistance, please contact your closest Bendigo TAFE or Kangan Institute library.
- Visitors and contractors must use the QR Code to scan in and display their green tick upon entry into our campuses via the Service Victoria. Alternatively, a hard copy of proof of vaccination listed below can be shown upon entry.

Proof of vaccination includes:

- A vaccination certificate or other evidence from an accredited vaccine provider.
- An immunisation history statement which can be accessed from Medicare online or the Express Plus Medicare mobile app.
- A statement of vaccination history which you can request from the Australian Immunisation Register.

Applicable certification for medical exemptions includes:

- A current COVID-19 digital certificate issued by Services Australia that states that the person is unable to receive a dose, or a further dose, of any COVID-19 vaccine that is available in Australia
- A printed version of the COVID-19 digital certificate referred to above.

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EXEMPTIONS FROM COVID-19 VACCINATION REQUIREMENTS

If a person believes they are medically exempt from the vaccination requirements, or that other exceptional circumstances apply, they must notify the COVID-19 Response team who will consider each exemption on a case-by-case basis. Exemptions need to be granted by the COVID-19 Response team prior to attending BKI premises. The COVID-19 Response team can be contacted at covid19@kangan.edu.au.

UN-VACCINATED STAFF, STUDENTS, VISITORS AND CONTRACTORS WITHOUT AN EXEMPTION

If a person is not exempt but chooses not to be vaccinated, they must notify their Educator (student) or Manager (staff) as soon as practicable and will be advised of the next steps. The person must not attend any BKI premises unless vaccinated.

Students: Any decision regarding alternative options to on-site delivery will be at the discretion of the Executive Director, Education Delivery in consultation with the COVID-19 Response team (students).

Staff: For unvaccinated staff, the Institute will consider the staff member's arrangements in accordance with its *Flexible Working Arrangements Policy* and business needs. Managers will explore all suitable alternatives on a case-by-case basis in consultation with Human Resources. Each case will be assessed on its own merits.

RECORD KEEPING

BKI is collecting vaccination information to:

- ensure BKI knows who is eligible to attend BKI to work, study or visit under this policy
- enable BKI to manage the risks to the BKI community arising from COVID-19, including preparing for any possible future outbreaks.

When collecting vaccination information, BKI will comply with the Institute's *Privacy and Freedom of Information Policy*.

Vaccination information will be securely stored and kept confidential and will only be accessible to people who are required to access it. Workers can request to access their vaccination record information at any time and can also request that any relevant updates are made to it. Because the

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Institute is not required to keep evidence for student vaccinations, it destroys all student vaccination evidence after verification.

COMMUNICATION

All communication and notification regarding any changing requirements will be facilitated by the Institute via e-mail, SMS or other forms of communication. Should any member of the BKI community have any queries, they can be directed to the COVID-19 Response team via email covid19@kangan.edu.au.

5.0 Roles and Responsibilities

Role	Responsibilities
Bendigo Kangan Institute Board	<ul style="list-style-type: none"> Approves this policy for the purposes of section 3.1.13 (e) of the <i>Education and Training Reform Act 2006 (Vic)</i> insofar as it relates to its authority to determine all policies relating to the employment of staff.
Chief People Culture and Strategy Officer	<ul style="list-style-type: none"> Approves this interim policy subject to Bendigo Kangan Institute Board approval as the Executive accountable for the Institute's COVID-19 Response.
Executive Director – COVID-19 Response	<ul style="list-style-type: none"> Coordinates and leads the Institute's response to COVID-19 in accordance with the Institute's legal obligations, including about individual exemptions.
Education Delivery Executive Directors	<ul style="list-style-type: none"> Consider exercising discretion and explores alternative options to delivery than on-site delivery for students who are not vaccinated and do not have an exemption.
All Staff (employees, volunteers, contractors)	<ul style="list-style-type: none"> Comply with the Mandatory Vaccination (Workers) Directions. Payroll staff - upload vaccination evidence to the employee self-service (ESS) system. Volunteers and non-payroll staff – upload vaccination evidence via a 'Snapform'.

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Role	Responsibilities
All students	<ul style="list-style-type: none"> • Provide vaccination evidence before attending on-site via the secure form available within the student portal. • Seek assistance about completing the secure form as relevant by contacting your nearest Bendigo TAFE or Kangan Institute library. • Notify the Institute's COVID-19 Response team of relevant vaccination exemptions at covid19@kangan.edu.au.
Student Administration and Enrolment	<ul style="list-style-type: none"> • Conducts manual verification of vaccination status, when required. • Updates the student record. • Deletes student vaccination documents.
Reception and Security staff	<ul style="list-style-type: none"> • View hardcopy vaccination certificates where a person does not have access to the Service Victoria App or is not using it.

6.0 Definitions

Word/Term	Definition
COVID-19 vaccination	A COVID-19 vaccine approved by the Therapeutic Goods Administration for use in Australia, or where a person has been vaccinated overseas, a World Health Organisation-COVAX approved COVID 19 vaccine. Currently, the Pfizer-BioNTech (COMIRNATY), AstraZeneca (Vaxzevria) and Spikevax (Moderna) vaccines are approved for use in Australia.
The Institute	Bendigo Kangan Institute.
Person fully vaccinated against COVID-19	The person has received two doses of a COVID-19 vaccination in accordance with the current Department of Health advice.
On-site	Any premises associated with BKI for the purpose of work, study or visitation including BKI campuses and any off-campus sites (e.g. VETASSESS offices).

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7.0 Supporting Policy Documents and Forms

Document Name
Privacy and Freedom of Information Policy
Health, Safety and Wellbeing Policy
Enrolment Policy

8.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	10 November 2021	Executive Director – COVID-19 Response	New policy and procedure - interim	Chief People Culture and Strategy Officer
2.0	24 November 2021	Executive Director – COVID-19 Response	Minor amendment - strengthened definitions to reflect changes in government directions.	Head of Legal, Governance, Risk and Compliance

9.0 Document Owner and Approval Body

Document Custodian	Approval Authority	Approval Date	Issue Date	Scheduled Review Date
Executive Director – COVID-19 Response	Chief People Culture and Strategy Officer – Interim approval	9 November 2021	10 November 2021	tba
Executive Director – COVID-19 Response	Head of Legal, Governance, Risk and Compliance (Minor amendment)	24 November 2021	24 November 2021	tba
Executive Director COVID-19 Response	Bendigo Kangan Institute Board; section 3.1.13 (e), <i>Education and Training Reform Act 2006</i> (Vic)	tba	tba	tba

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