

# SIENA COLLEGE CAMBERWELL COVID-19 VACCINATION POLICY



SIENA  
COLLEGE  
CAMBERWELL

POLICY TITLE: COVID-19 VACCINATION POLICY

DEVELOPED / REVIEWED BY

Siena College Policy Committee

## REVIEW SUMMARY

Coronavirus disease (COVID-19) is an infectious disease caused by the SARS-CoV-2 virus that results in respiratory illness. The Victorian Government has issued a series of *COVID-19 Mandatory Vaccination Directions (Health Directions)* issued in accordance with the Public Health and Wellbeing Act 2008 (Vic).

These health directions are subject to change which will require regular Policy reviews.

These Health Directions require Schools, to ensure staff are vaccinated in order to limit the spread of SARS-CoV-2 in school settings and to ensure that access to School premises is restricted to those that have an acceptable vaccination status as determined by the Health Directions. Compliance with the Health Directions is mandatory under the *Public Health and Wellbeing Act 2008 (Vic)*. Failure to implement the Health Directions would mean the College was not meeting its legal obligations.

## DOCUMENT DEVELOPMENT PROCESS

This document was first developed by the Siena College Policy Committee in 2021

## RATIONALE

Siena College is committed to the health and safety of its staff, students, and broader school community, which includes preventing the spread of diseases such as COVID-19 on campus and amongst members of the school community.

## DEFINITIONS

### COVID-19 vaccination

Means 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 and Spikevax (Moderna) vaccines are approved for use in Australia.

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<b>Staff, Contractors and Volunteers</b>	<p>Includes;</p> <ul style="list-style-type: none"> <li>• any employee of Sienna College;</li> <li>• a person contracted to work at Sienna College and who will, or may be, in close proximity to students or staff, whether or not engaged by Sienna College including casual relief teachers, and professional consultants, but excluding delivery personnel or contractors;</li> <li>• volunteers that attend Sienna College and work in close proximity to students or staff (including parent helpers); and</li> <li>• students on placements at Sienna College.</li> </ul>
<b>Vaccination Information</b>	<p>Includes information regarding:</p> <ul style="list-style-type: none"> <li>• vaccination status</li> <li>• exemption status (if applicable)</li> <li>• reasons for choosing not to have the COVID-19 vaccination; and</li> <li>• medical evidence related to this decision</li> </ul>

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## PRINCIPLES / GUIDING PRINCIPLES

The purpose of this policy is to demonstrate the strong commitment of Siena College to the health and safety of its staff, students and broader school community by ensuring the effective implementation and management of all the requirements of the Health Directions to prevent COVID-19 infection.

Siena College will be guided by the requirements of the Health Directions and will ensure that College work systems, practices and procedures address the following matters and are in accordance with the legal and administrative frameworks as outlined in the Health Directions;

- Ensure that all staff have a COVID-19 vaccination status that is compliant with the Health Directions;
- Inform all staff, that Siena College is required to collect, record and hold their COVID-19 vaccination information and it is not able to permit entry to Siena College unless the relevant vaccination requirements are met;
- Prevent the entry of individuals who do not have the necessary evidence of vaccination or medical exemption onto Siena College premises except in emergency situations or critical unforeseen circumstances;
- Collect, record and hold information regarding the COVID-19 vaccination status of all staff permitted to enter Siena College premises, except in emergency situations or critical unforeseen circumstances;
- Ensure all vaccination information is securely stored and kept confidential and only accessible to people who are required to access it and managed in accordance with the Siena College Privacy Policy
- Provide access to vaccination information to an Authorised Officer under the *Public Health and Wellbeing Act 2008* (Vic) if requested to demonstrate compliance with the Health Directions.
- Assist staff in obtaining information relating to COVID-19 and vaccination;
- Consult with staff regularly to ensure that issues and concerns relating to COVID-19 control measures are identified, considered and addressed;
- Take all reasonably practicable measures to accommodate staff who have a medical exemption.
- Take all reasonably practicable measures to minimise the risk of harm from COVID-19 to staff who are unable to be vaccinated on substantiated medical grounds, while ensuring that it maintains obligations to other staff, students and the school community;
- Ensure that staff who are not exempt, and who choose not to have a COVID-19 vaccination in accordance with the timelines set by the Health Directions, are not permitted to work or to attend Siena College premises to perform the duties associated with their role. If the person is an employee of Siena College, they will be provided with an opportunity to discuss their circumstances and any alternative options which may be available, including alternative work arrangements, subject to the operational needs of Siena College and the staff member taking accrued annual or long service leave. Any decision regarding alternative options will be at the absolute discretion of Siena College, subject to its legal obligations.
- Ensure that all new staff are fully vaccinated before commencing their employment unless they provide evidence of a medical exemption in the required format.
- Develop strategies to minimise the risk to all staff and students based on the risk of vaccinated and unvaccinated staff and students;

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## PROCEDURES

Sienna College Mandatory Vaccination Compliance Directions 2021

## RESPONSIBILITY

Director of Business Services  
Director of Development and Community Relations  
HR Manager  
Risk and Compliance Manager  
IT Services Manager

## RELATED LEGISLATION

Privacy Act 1998  
Occupational Health and Safety Act 2004 (Vic)  
Public Health and Wellbeing Act 2008 (Vic)

## RELATED SIENA COLLEGE POLICIES

Privacy Policy 2019  
Occupational Health and Safety Policy 2021

## RELATED DOCUMENTS

COVID-19 Mandatory Vaccination Directions (No.5)  
Sienna College Mandatory Vaccination Compliance Directions 2021

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## RISK

In the Committee's deliberations it is important to consider the College's main strategic processes and the identification of associated risks. Some sample questions are included for referral.

Answers are to be documented as part of the policy.

1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the school. How will this policy harm or enhance either?
2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community?
6. **Community Engagement.** Identify any risks to building community engagement. How will this policy impact community relationships?
7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?

Do any risks identified above warrant changes to the proposed policy? If so the policy should be referred back to the developer/s.

## NEXT REVIEW

February 2022

## POLICY LOCATION

Identify the file path or insert link to policy location. Eg: On CompliSpace <https://sienacollege.cspace.net.au/>  
Or on Siena Central <https://sienacentral.siena.vic.edu.au/homepage/3452>

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