[#insert employee name]

[#insert employee address]

[#insert date] October 2021

**By email:** [#insert email address]

Dear [#insert employee name]

**Mandatory COVID-19 vaccine**

As you are aware, on 7 October 2021 the Victorian Government issued a public health direction – the *COVID-19 Mandatory Vaccination (Workers) Directions* (**Directions**) in accordance with s.200 of the *Public Health and Wellbeing Act 2008* (Vic).

Consistent with our understanding of the intent and application of the Directions, to cover work at or in connection with a food and drink facility, these Directions apply to you in your employment.

**What is required under the Directions?**

Under the Directions, where you are scheduled to **work** (other than from your ordinary place of residence) on and after **15 October 2021**:

* we must collect, record and hold, vaccination information about you – specifically information about your vaccination status. We therefore require you to provide us with your vaccination information by 15 October 2021 – this may include a letter from a medical practitioner, a certificate of immunisation or an immunisation history statement obtained from the Australian Immunisation Register.

We must advise you that if we do not hold vaccination information about you (for whatever reason), we must treat you as if you are unvaccinated, and therefore you will not be permitted to work (other than from your ordinary place of residence) on and after 15 October 2021;

* you must (unless you are an ‘excepted person’ – *see below*) have received a first dose of a COVID-19 vaccine by **22 October 2021** and a second dose by **26 November 2021**;
* if you are **unvaccinated** (per the vaccination information collected by us, or in the absence of you providing vaccination information to us) you must have a booking (and provide evidence of this to us by 15 October 2021) to receive your first COVID-19 vaccine by **22 October 2021** and you will be permitted to work (other than from your ordinary place of residence) between 15 and 22 October 2021;
* if you are **unvaccinated** (per the vaccination information collected by us, or in the absence of you providing vaccination information to us) and you have not made a booking to receive your first COVID-19 vaccine by **22 October 2021**, then you will not be permitted to work other than from your ordinary place of residence on or after 15 October 2021.

**What is an ‘excepted person’ under the Directions?**

A person is an ‘excepted person’ if they provide certification (evidence) from a medical practitioner that they are unable to receive a dose / further dose of a COVID-19 vaccine due to a medical contraindication, or due to an acute medical illness (including where the person has been diagnosed with severe acute respiratory syndrome coronavirus 2. The medical evidence is effective until the date specified in the certification, or the date that is six months from the date the certification was given.

An excepted person is **not** a conscientious objector to vaccination / COVID-19 vaccines.

**Next Steps**

While it remains your personal decision whether to be vaccinated against COVID-19 in compliance with the Directions (subject to ‘excepted person’ status), the purpose of this letter is to advise you that compliance with the Directions constitutes a reasonable and lawful direction in your employment.

Therefore, unless we receive your vaccination information by **15 October 2021** confirming that you either:

* are partially vaccinated (i.e., have received your first dose of a COVID-19 vaccine); or
* are fully vaccinated (i.e., have received two doses of a COVID-19 vaccine); or
* have made a booking to receive the first dose of a COVID-19 vaccine by 22 October 2021; or
* are an excepted person (per the Directions),

you will **not** be permitted to work outside your ordinary place of residence.

Further, we must advise you that a failure to comply with the reasonable and lawful direction may result in a disciplinary process being instituted against you – which may include the summary termination of your employment if warranted in the circumstances.

In the interim, should you have any questions regarding the content of this letter please contact [insert] on [insert].

Yours sincerely,

[#insert name]