***Please note: The following is a suggested template only – please customise to your needs as you require.***

Dear [worker name]

[Name of organisation] is writing to you to make you aware that the Chief Health Officer has signed a Public Health Direction which requires workers of certain industries to have received a COVID-19 vaccine, or to provide an authorised medical exemption, in order to work on on-site.

Workers within the community services sectors are covered by this Direction.

The Direction requires:

* From Friday 15 October, workers will need to have received or be booked in for a first dose **by 22 October 2021** (or provide a medical exemption)
* Workers will need to be fully vaccinated **by 26 November 2021** (unless you have previously provided a medical exemption)

Section 5.4 outlines directions for workers who are unable to meet the above dates because they are self-quarantining.

A worker is unable to work on-site unless they comply with the Direction, while the Direction is in place.

A worker is defined as:

* an employee
* a contractor (engaged by the employer or a third party)
* a volunteer
* a student on placement

You can view the Public Health Direction here: <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

If you have a medical reason for being unable to get the vaccine, you can work on-site if you provide us with a letter or medical certificate from an authorised medical practitioner.

[Name of organisation] will be asking all workers of the organisation to confirm their vaccination status, and to show evidence. As part of the Direction, we must keep a record that we have sighted this evidence, in order to demonstrate compliance should we be audited by an Authorised Officer.

Any records of vaccination status will be kept private, adhering to relevant Federal (Privacy Act 1988) and Victorian (Privacy and Data Protection Act 2014, Health Records Act 2001) legislation.

Evidence of your vaccination can include:

* Immunisation history statement available from Medicare
* MyGov COVID-19 digital certificate
* My Health Record and Medicare online account
* Proof of age or document or proof of relevant medical exemption
* Through the Service Victoria app

In the period before your immunisation history is updated, evidence of vaccination can include a recent booking confirmation email, or the card received at the time of vaccination.

For more information, I recommend reading the information for workers provided on the Coronavirus Victoria website: <https://www.coronavirus.vic.gov.au/information-workers-required-be-vaccinated#faqs-for-workers>

If you have any concerns or questions, please contact [[name]] by [[phone/email]].

Kind regards,

[[Name]]  
[Position Title]  
[Organisation]