

COVID-19 Vaccination Policy

Table of Contents

1. Purpose
2. Scope
3. Definitions
4. COVID-19 Vaccination
 - 4.1. Vaccination
 - 4.2. Proof of Vaccination or Exemption
 - 4.3. Privacy
 - 4.4. Compliance
5. Responsibilities

1. Purpose

- a. The University primarily conducts its teaching, academic, research, professional and other activities and operations in person and seeks to create a vibrant and active environment at its campuses and other places of business.
- b. Under the *Work Health and Safety Act 2012*, the University must identify whether there is a risk to the health of those attending our premises or activities from exposure to COVID-19. Where a risk is identified, the University must eliminate the risk, so far as is reasonably practicable. When elimination is not possible, the University must reduce the risk so far as reasonably practicable.
- c. The purpose of this policy is to facilitate the health and safety of Flinders University staff consistent with Federal and State Government management of COVID-19 by requiring all individuals who in the course of their work or duties attend campus to comply with the precautions required by this policy.
- d. The University also follows public health directions. Should a public health direction be issued covering University staff, such a direction would apply in addition to and prevail to the extent of any inconsistency with this policy.

2. Scope

- a. Attendance on campus in person is considered an inherent requirement of employment, with the University focusing on face-to-face activities to build a vibrant and engaging working and teaching environment.
- b. This policy applies to all University staff, academic affiliates, contractors, tenants, occupiers, vendors, volunteers, students who are employed by the University, members of Council and its sub-committees, where applicable the employees of any of the foregoing, and anyone else who in the course of their work or duties attend at campus.
- c. The [COVID-19 Student Vaccination Policy](#) applies in addition to this policy, to students who attend on campus in the course of their research, study or related activity or who undertake in-person learning (as defined by that policy).
- d. The *Flinders Living COVID-19 Vaccination Policy* applies in addition to this policy, to residents and visitors of University Hall and Deirdre Jordan Village.
- e. Subject to s.4.1.c, this policy does not apply to the general public visiting or attending campus, or any person attending on campus to respond to an emergency.

3. Definitions

Approved Vaccine	any COVID-19 vaccination that has been registered or provisionally registered for use in Australia by the Therapeutic Goods Administration
campus	any site or location where the University carries on business, operations or activities (including any field trips, site visits and events organised by or on behalf of the University)
contractor	any person, business, corporation or other entity contracted to provide goods and/or services to the University (whether directly or indirectly through a third party) including educational and research partners, contractors, subcontractors, consultants and labour hire workers, and the employees of any of the foregoing
Enterprise Agreement	the Flinders University Enterprise Agreement 2019 to 2022 (or its successor, where applicable)
public health direction	applicable statutory or regulatory requirements and directions of the Commonwealth or the State or Territory of the individual's place of work
staff	includes anyone with access to Workday

4. COVID-19 Vaccination

4.1. Vaccination

- a. Individuals in the scope of this policy must not attend the following settings in the course of their work or duties unless vaccinated with at least two doses of an Approved Vaccine:
 - i. the Flinders Living Precinct
 - ii. any other setting deemed as requiring COVID-19 vaccination by the University from time-to-time, as communicated by the Director, People and Culture.
- b. Individuals in the scope of this policy who are required to be vaccinated pursuant to a public health direction or who in the course of their work or duties attend a setting which otherwise requires vaccination against COVID-19 must also be vaccinated in accordance with the requirements of that direction or setting. Examples may include health or aged care settings on or off campus which may be subject to a public health direction or organisational policy requiring vaccination.
- c. The University intends to review this policy regularly, having regard to its work, health and safety obligations and the relevant circumstances, and may as it sees fit from time to time implement other conditions or restrictions and/or remove or modify the conditions and restrictions in this policy as deemed appropriate including for ad-hoc events, field trips, travel or other activities. The University may also as it sees fit extend the application of this policy (or any part of it) to students, general members of the public and other individuals not otherwise in scope of this policy. Nothing in this policy derogates from the University's powers as an employer and/or owner/custodian of its campuses to issue such directions or implement such measures as it sees fit for the health and safety of staff, students and anyone else using its campuses.

4.2. Proof of Vaccination or Exemption

- a. Those with access to the Workday system are required to provide evidence of their vaccination or exemption status through Workday. [User guides](#) to do this can be found on the People and Culture website.
- b. The University will communicate with other cohorts covered by this policy regarding the requirements of this policy, bearing in mind legal and contractual obligations, as applicable.
- c. The University will accept a copy of:
 - i. a COVID-19 Digital Certificate or an Immunisation History Statement as evidence of vaccination
 - ii. an Australian Immunisation Register (AIR) record indicating a medical contraindication as evidence of a valid medical exemption (where the AIR record indicates a “valid to” date, the exemption under this policy will apply up to that date).
- d. Where the individual has received their vaccination in a country other than Australia, the individual’s vaccination status is to be confirmed through provision of an international vaccination certificate confirming receipt of a Therapeutic Goods Administration (TGA) recognised vaccine as per the TGA guidance published at <https://www.tga.gov.au/international-covid-19-vaccines-recognised-australia>.
- e. The University does not require a full vaccination history, only evidence of COVID-19 vaccination.

4.3. Privacy

- a. The University collects vaccination information (including evidence of vaccination or a medical exemption) for the purpose of assisting the University to comply with its legal obligations, including under applicable work health and safety laws and public health directions (to help identify, reduce, and manage risks concerning COVID-19) and under legal arrangements that the University has with third parties.
- b. Personal information collected under this policy may be used to process or verify COVID-19 vaccination status, to manage compliance with this and other applicable policies and procedures and the University’s legal obligations, and as needed to identify, assess, and manage risks related to COVID-19.
- c. Information provided to the University in compliance with this policy will be stored securely and treated confidentially in accordance with relevant laws and the University’s [Privacy Policy](#).

4.4. Compliance

- a. Compliance with this policy (including any procedures) is mandatory.
- b. Attendance in person on campus is considered an inherent requirement of employment, with the University focusing on face-to-face activities to build a vibrant and engaging working and teaching environment.
- c. Non-compliance will result in:
 - i. disciplinary action in accordance with the Enterprise Agreement, or otherwise as relevant, up to and including termination of employment
 - ii. affiliates, contractors, tenants, vendors, occupiers and volunteers being unable to attend campus and may result in the University ceasing affiliations or contractual arrangements, subject to existing legal and contractual obligations.

- d. Providing false or misleading information to demonstrate compliance with this policy will be dealt with as a disciplinary matter in accordance with the Enterprise Agreement, or otherwise as relevant, up to and including termination.

5. Responsibilities

All staff and other individuals in scope of this policy	<ul style="list-style-type: none"> a. Submit evidence of vaccination as required. b. Stay at home if experiencing any COVID-19 symptoms, no matter how minor, and getting tested for COVID-19. c. Follow and comply with all public health directions. d. Follow and comply with all directions of the University and its staff related to health and safety.
Manager / supervisor	<ul style="list-style-type: none"> e. Publicise, advise and engage with staff, affiliates and volunteers in their area of control regarding the requirements of this policy with the support of People & Culture. f. Work with People & Culture in relation to the implementation of this policy. g. Ensure compliance by any contractors, volunteers, vendors and other third parties in scope directly engaged by or within their area of control including requiring anyone from these cohorts who do not comply with this policy to leave the campus.
People & Culture	<ul style="list-style-type: none"> h. Leading the implementation and enforcement of this policy including monitoring, reviewing and verifying proof of vaccination and exemptions relating to staff and academic affiliates, and requiring anyone from these cohorts who do not comply with this policy to leave the campus. i. Ensure compliance by any contractors, volunteers, vendors and other third parties in scope directly engaged by or within their area of control including requiring anyone from these cohorts who do not comply with this policy to leave the campus.
Property, Facilities & Development	<ul style="list-style-type: none"> j. Ensuring compliance by contractors, tenants, vendors and other third parties in scope directly engaged by or within their areas of control including requiring anyone from these cohorts who do not comply with this policy to leave the campus.

Approval Authority	President and Vice-Chancellor
Responsible Officer	Director, People and Culture
Approval Date	25 May 2023
Effective Date	25 May 2023
Review Date*	Ongoing and in any event by 31 December 2024
Last amended	
CM file number	CF22/115

* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

Printed versions of this document are not controlled. Please refer to the [Flinders Policy Library](#) for the latest version.