

Subject: Coronavirus Update – New vaccination mandate on campus Tuesday, 12
Date: October 2021 2:23:00 PM
Attachments: [211012 VAX Info graphic- Staff.pdf](#)

Dear colleagues,

Please refer to the Coronavirus Update issued earlier today. This update refers only to the Victorian Government's mandatory vaccination requirements for staff. We are currently working through requirements for students, in line with government advice, and will provide a further update on this as soon as possible.

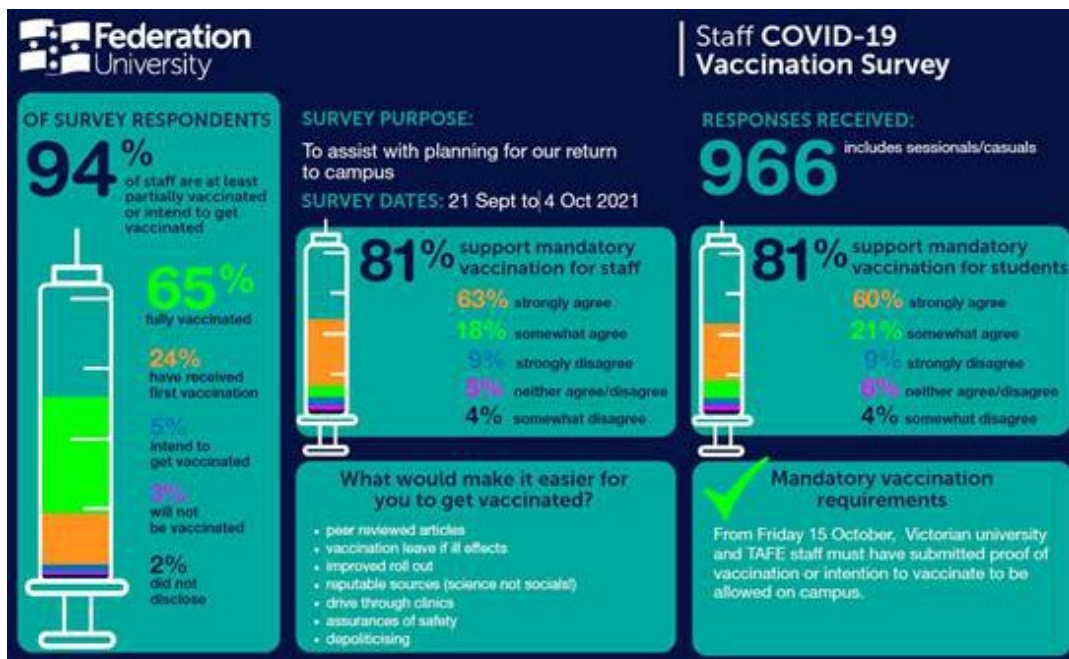


Tuesday, 12 October 2021

Dear colleagues,

Thank you to everyone who responded to our recent vaccination survey. You can see from the results below, the majority of our staff and students agree that vaccination is a key protection against the spread of COVID-19. More than 90 per cent of staff and 87 per cent of students who responded to the survey are now vaccinated against the virus or intend to be.

The survey results are timely as the Victorian Government has announced **new mandatory vaccination requirements that will apply to all staff.**



Vaccination required for ALL onsite staff

On 8 October, the Acting Chief Health Officer released the [COVID-19 Mandatory Vaccination \(Workers\) Directions](#) stating that new vaccination requirements will come into force for all onsite workers across Victoria from Friday 15 October.

These directions apply to all workplaces across Victoria, including universities and TAFEs. These requirements complement similar directions previously issued for specific worker categories, such as health, education and construction workers.

Under the new direction, staff will not be allowed on campus unless they have provided the university with proof of vaccination (or intention to be vaccinated) by this Friday 15 October. Details on how to submit proof of vaccination are provided below.

The spread of the virus in workplace settings in Melbourne has seen the number of COVID-19 infections grow rapidly, so a mandatory vaccination requirement is designed to keep the community safe while at work and prevent you from bringing the virus home.

These directions apply to onsite workers in Victoria and therefore do not apply to Victorian university and TAFE students. We will provide further advice on vaccination requirements for students in the coming weeks, in line with [Victoria's Roadmap](#).

In Queensland, there are no current vaccination requirements for staff or students, so the following advice only applies to our Victorian staff at this time.

Evidence of vaccination – key dates

The university has updated our systems to collect this evidence and the first key date is [this Friday](#).

- **Friday 15 October** – Submit evidence of vaccination (or intention to be vaccinated) via the existing Human Resources Employee Self Service (ESS) portal.
- **Friday 22 October** – First dose requirement – all unvaccinated staff must receive their first vaccine dose by this date, otherwise they will not be able to attend

campus.

- **Friday 26 November** – All staff on campus must be fully vaccinated.

The following documents are acceptable evidence of vaccination:

- a letter from a medical practitioner
- a certificate of immunisation, or
- an immunisation history statement obtained from the Australian Immunisation Register.

How to provide evidence of vaccination by 15 October

All staff have access to Employee Self Service (ESS) and are familiar with this portal.

- Log into Employee Self Service (ESS) via [HR systems - ESS](#)
- Go to 'Forms' then 'Create new form' request
- Select 'Vaccination Record/Request form'
- Enter information into required fields
- Attach evidence as outlined above
- Click 'Submit' to send this to Human Resources for approval
- Once submitted the HR team will review the request and staff will receive an automatic email notification confirming their vaccine record has been approved or rejected.

Very limited exemptions to the mandatory vaccination requirements apply. Please contact Human Resources for advice if you believe you have a valid exemption.

Incentive to submit evidence by 15 October

We encourage all staff to be vaccinated and you can take time off to get vaccinated without applying for leave. For those staff who submit the required vaccination records or medical exemption via ESS by Friday 15 October, the University will deposit (tax free) \$20 into your bank account by 4 November. We encourage you to spend this within your local community or donate it to a charity of your choice. Should you wish to support our students who are most in need, donations to the Federation University Australia Foundation can be made [online](#) and are tax deductible.

This is both an incentive for staff to submit proof of vaccination documents on time and an opportunity to support local businesses or charities that have been hard hit by the pandemic. To be eligible for this payment you must be a current paid staff member between the period of 15 October and 4 November (including sessional and casual staff).

You can book a vaccination through a state government run clinic or via your GP or pharmacist. For links to vaccination information visit: in Victoria '[Book your vaccine appointment](#)' or in Queensland '[Protect yourself and others](#)'.

How can I obtain my vaccine evidence?

You can download your COVID-19 vaccination statement via your MyGov account – it is a very easy process to download to your PC or phone, to print or keep, as evidence of vaccination. If you do not have a MyGov account or are unsure, you can go to www.my.gov.au to login or set up an account.

If you received your immunisation at your GP, and have trouble accessing MyGov you can request a letter from your GP as evidence of vaccination.

A letter from your GP confirming a first-dose appointment before 22 October may also be submitted as evidence by the 15 October deadline.

Thank you – and further information

We understand some staff may have further questions about the mandatory vaccination requirement. There is a document with frequently asked questions attached to this email, which can also be found on our [COVID-19 webpage here](#). You can also call the HR Hotline on **(03) 5122 6300** between 8:30am to 5:00pm on weekdays.

If you have any concerns about vaccination, we encourage you to speak to your GP or staff at a vaccination centre.

We are so pleased to see so many staff and students – a higher proportion than the broader Victorian population – have rolled up to get vaccinated. We are looking forward to seeing you on campus soon so we can restart our COVID normal.

Stay safe and stay well.

On behalf of the COVID-19 Transition Control Group

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