



## COVID-19 VACCINATION POLICY

### 1. PURPOSE

The purpose of this policy is to provide information on the measures regarding COVID-19 vaccinations being taken by the Archdiocese of Brisbane to:

- protect the health and safety of our people, clients, parishioners and members of the public;
- ensure compliance with Government Health Directions; and
- to outline the limited exemptions available.

### 2. SCOPE

For consistency in the approach to COVID-19 vaccination throughout the Archdiocese, this policy is applicable to all Archdiocesan employees, contractors, students, and volunteers working in the following Agencies (“Workers”):

- ADS
- ADF
- Centacare
- Catholic Early EdCare
- Xavier
- Evangelisation Brisbane
- Episcopal and Corporate
- Legal, Governance and Risk
- Parish employees
- Brisbane Catholic Education Office and
- Other Archdiocesan Directorates

Applicable to volunteers in the above Agencies as categorised (details in Definitions under Workers).

This policy does not extend to schools and colleges operated by Brisbane Catholic Education (BCE).

### 3. POLICY STATEMENT

COVID-19 Vaccination Policy

THE ELECTRONIC VERSION OF THIS DOCUMENT IS THE APPROVED AND MOST CURRENT. ANY PRINTED VERSION IS UNCONTROLLED AND MAY NOT BE CURRENT.

- 3.1 The Archdiocese of Brisbane is committed to health and safety and to preventing the spread of vaccine-preventable diseases such as COVID-19. In addition, government Health Directions have been issued in some sectors in which the Archdiocese operates that require specified workers to be fully vaccinated against COVID-19 in order to attend work.

The Archdiocese recognises that having a vaccination, including those related to COVID-19, is a personal choice. However, the most effective way for the Archdiocese to comply with the Health Directions (and any other Health Directions which replace them from time to time) and meet its workplace health and safety obligations and its duty of care to the people it interacts with is to implement a requirement that all Workers are fully vaccinated against COVID-19 by 15 December 2021.

This is a lawful and reasonable direction that the Archdiocese is providing to its Workers to comply with the Health Directions and as part of our duty of care (including under workplace health and safety laws) to keep its Workers and the broader community safe. Failure to cooperate and comply with this policy may result in disciplinary action including the Worker being stood down without pay or use of accrued leave and/or other consequences.

- 3.2 By 15 December 2021, all active Workers of the Archdiocese must:

- a) have received both doses of a COVID-19 vaccination, subject to the very limited exceptions set out below under '3.4 Exceptions to COVID-19 Vaccination Requirements/ Valid Medical Exemptions';
- b) record suitable proof of these vaccinations with the required system; and
- c) provide suitable evidence of these vaccinations to the Archdiocese.

- 3.3 Scheduling of Vaccinations

Workers are responsible for making their own arrangements to receive their vaccinations.

If an employee is unable to present to work as a result of their COVID-19 vaccination, they will be able to access their personal leave (where applicable). Should an employee require more time to recover, normal arrangements regarding employee illness will apply.

- 3.4 Exceptions to COVID-19 Vaccination Requirements/ Valid Medical Exemptions

If a Worker is unable to receive a COVID-19 vaccination because they have a recognised medical contraindication (a medical condition that prevents them

from receiving the vaccination) and provides a satisfactory medical certificate from a registered medical practitioner:

- certifying that the person is unable to receive the COVID-19 vaccination because they have a recognised medical contraindication; and
- indicating whether the medical contraindication will permanently or temporarily prevent COVID-19 vaccination; and
- if the medical contraindication only temporarily prevents a COVID-19 vaccination, specifying when the person may be able to receive the COVID-19 vaccination

then the person should consult with their manager to see if any suitable alternative duties are available. If not, then from 15 December 2021, that person may, depending on how they are engaged, be stood down without pay, dismissed or cease to be engaged.

If a Worker believes that they are medically exempt from the vaccination requirements set out in this Policy, or that other exceptional circumstances apply, they must promptly notify their direct manager and in any event by close of business on the day before the 15 December 2021.

A medical contraindication against one COVID-19 vaccine does not necessarily translate to a contraindication against all vaccines.

Note: Conscientious objection to receiving the COVID-19 Vaccination will not be accepted as a valid exception to this policy.

### 3.5 Record Keeping

All Workers must provide evidence of their COVID-19 vaccination status as soon as possible by uploading a valid vaccination record into their Aurion Employee Self Service (ESS) portal or Ascender Web Self Service (WSS) portal for BCEO employees.

The Archdiocese considers that the most effective way to ensure that it complies with the Health Directions and its duty of care to staff and clients is to collect and record the vaccination information of its Workers. This includes a Worker's vaccination status and information about any booking the Worker has to receive a vaccination. Where an individual has a medical exemption, the Archdiocese will collect and record evidence that the Worker is unable to receive a COVID-19

vaccine. If the Archdiocese does not hold vaccination information about a Worker it will deem the person to be unvaccinated.

The purpose of collecting this information is:

- to enable the Archdiocese to ensure that all Workers comply with the conditions of their engagement, which includes receiving both doses of COVID-19 vaccination by 15 December 2021 and subsequent booster vaccinations as directed by the government authorities.
- to enable the Archdiocese to take the necessary steps if an individual does not meet the conditions of their engagement by receiving their initial dose of COVID-19 vaccination by date and subsequent booster vaccinations.
- As part of ensuring the Archdiocese is taking all reasonably practical steps to ensure the health and safety of its Workers and clients, including preparation for any possible future outbreaks.
- So that the Archdiocese can comply with reporting obligations as may be mandated by authorities.

Evidence of a COVID-19 vaccination includes:

- a COVID-19 digital vaccination certificate (accessible at the [MyGov website](#) or Express Plus Medicare mobile app);
- an immunisation history statement which can be accessed from Medicare online; or
- an International COVID-19 Vaccination certificate for overseas travel.

In accordance with the Archdiocese Privacy Policy, vaccination information will be securely stored and kept confidential and will only be accessible to people who are required to access it. Individuals can request to access their vaccination record information at any time and can also request that any relevant updates are made to it.

### 3.6 New Workers

Workers engaged after 15 December 2021 will be required to comply with the COVID-19 vaccination requirements in this Policy from commencement.

## 4. POLICY OWNER AND POLICY MANAGER

The Policy Owner of this policy is the Vicar General, Archdiocese of Brisbane.

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The Policy Manager of this policy is the Director, People and Culture, Archdiocese of Brisbane.

## 5. RELATED DOCUMENTS

Queensland Human Rights Commission 'Vaccination and your rights' [QHRC](#)  
 Services Australia 'How to get proof [of COVID-19 vaccination]' [SA Website](#)

## 6. RELATED CANON LAW, LEGISLATION, STANDARDS, REFERENCES

| Insert either Canon Law/Legislation/Standards/References   | Pinpoint reference               |
|--|----------------------------------|
| <i>Fair Work Act 2009 (Cth)</i><br>National Employment Standards                                     | Part 2-2 Division 6 Annual leave |
| <i>Code of Canon Law</i>   | Canon 1286                       |
| <i>Australian Government Services Australia Website 'How to get proof [of COVID-19 vaccination]'</i> | <a href="#">Website link</a>     |
| <i>Health Act 2005 (Qld)</i>   |                                  |

## 7. COMPLIANCE AND MONITORING

7.1. The Policy Owner has strategic responsibility for monitoring compliance with approved policy documents.

7.2. Non-compliance with this policy:

- in the first instance, it should be brought to the attention of the Worker's manager for discussion and remedial action;
- if recurring and depending on Archdiocesan agency, it should be reported to either the Director, People and Culture, Archdiocesan Services or Head of People & Culture, Brisbane Catholic Education;
- if of a serious nature, it must be reported to the executive director of the relevant agency.

7.3. Non-compliance with this policy may lead to disciplinary action, and/or termination of employment or ceasing of the engagement of the person.

7.4. Organisational policy documents are developed by the Archdiocese of Brisbane to assist in the effective management of its business. Such policy documents are not intended to be legally binding on the organisation. They are not incorporated in contracts of employment. The Archdiocese of Brisbane may modify, replace or withdraw any of its policy documents at any time and it reserves the right to depart from them in individual cases.

## 8. IMPLEMENTATION

The Policy Coordinator will publish the policy on the Archdiocesan Intranet (AI) and BCE's Intranet, SPIRE.

## 9. COMMUNICATION

Executive Directors and managers are responsible for ensuring that the appropriate communication to workers occurs.

All workers are responsible for understanding and complying with this policy.

## 10. REVIEW DATE

The next review date for this policy is November 2023.

## 11. VERSION CONTROL AND APPROVAL HISTORY

Version control

| Version | Author  | Date reviewed |
|---------|---|---------------|
| 1       | Director, People & Culture, Archdiocesan Services | November 2021 |

Approval history

| Version | Approver   | Date approved |
|---------|--|---------------|
| 1       | Vicar General<br>Executive Director, Archdiocesan Services<br>Executive Director, Centacare<br>Executive Director, Legal Governance and Risk<br>Executive Director, Evangelisation Brisbane<br>Executive Director, Catholic Education -<br>Archdiocese of Brisbane | November 2021 |

## 12. DEFINITIONS

|                 |   |
|-----------------|---|
| <b>AGENCIES</b> | The Agencies of the Archdiocese of Brisbane are as follows: <ul style="list-style-type: none"><li>• Archdiocesan Development Fund</li><li>• Archdiocese of Brisbane</li><li>• Brisbane Catholic Education</li></ul> |
|-----------------|---|

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Centacare</li> <li>• Xavier</li> <li>• Episcopal and Corporate</li> <li>• Evangelisation Brisbane</li> <li>• Legal, Governance and Risk</li> <li>• Parishes</li> </ul>  |
| <b>ARCHDIOCESAN WIDE POLICIES, PROCEDURES AND GUIDELINES</b> | Policies, procedures and guidelines which apply across all agencies of the Archdiocese of Brisbane and are approved by the Vicar General. Collectively all documents are referred to as 'policy documents'. It does not refer to policy documents that originate in one agency.              |
| <b>CANON LAW</b>   | The Code of Canon Law is the codified body of general laws governing the Roman Catholic Church.  |
| <b>CONSCIENTIOUS OBJECTOR</b>                                | An individual who declines to be vaccinated for non-medical reasons.   |
| <b>CONTRAINDICATION</b>                                      | In medicine, a contraindication is a condition that serves as a reason not to take a certain medical treatment due to the harm that it would cause the patient. Contraindication is the opposite of indication, which is a reason to use a certain treatment                                 |
| <b>COVID-19 VACCINATION</b>                                  | A COVID-19 vaccine approved by the Therapeutic Goods Administration (TGA) for use in Australia, or where a person has been vaccinated overseas, a COVID-19 vaccine determined by the TGA to be a "recognised vaccine" (click on link for details).   |
| <b>EXECUTIVE DIRECTOR</b>                                    | The executive director of the stated agency within the Archdiocese of Brisbane.  |
| <b>POLICY COORDINATOR</b>                                    | The Governance, Risk and Compliance Officer, Financial Administrator's Office or person appointed by the Financial Administrator, Archdiocese of Brisbane at the time.   |
| <b>POLICY MANAGER</b>  | Depending on the document, refers to either: <ul style="list-style-type: none"> <li>• Executive director of the stated agency within the Archdiocese of Brisbane; or</li> <li>• Delegate of the executive director of stated agency, such as a director or business unit manager.</li> </ul> |
| <b>POLICY OWNER</b>  | Depending on the document, refers to either: <ul style="list-style-type: none"> <li>• Vicar General, Archdiocese of Brisbane; or</li> <li>• Archbishop, Archdiocese of Brisbane.</li> </ul>  |
| <b>RELATED DOCUMENTS</b>                                     | Documents that are related to this document and assist with its implementation.  |

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| <b>SHARED SERVICES POLICIES, PROCEDURES AND GUIDELINES</b> | Unless otherwise stated, refers to policies which apply to two or more agencies of the Archdiocese of Brisbane, but does not include Brisbane Catholic Education.   |
| <b>VICAR GENERAL</b>                                       | The Vicar General is appointed by the Archbishop to assist him in the governance of the entire Archdiocese of Brisbane. The Vicar General oversees the work of the various agencies.  |
| <b>VOLUNTEER</b>   | <p>This policy applies to people who volunteer and deliver or undertake activities:</p> <ul style="list-style-type: none"> <li>• with children and vulnerable adults</li> <li>• in homes, in workplaces, and hospital and health care settings.</li> </ul> <p>Despite the above, this policy does not apply to volunteering which is solely related to activities that are purely domestic, social, recreational, religious or private in nature, including Mass.</p> |
| <b>WORKER</b>  | A person who undertakes work for the Archdiocese as an employee, an independent contractor, or as a volunteer of the kind defined in 'volunteer' above.   |

**APPROVED BY:**

SIGNED:   
 BISHOP KEN HOWELL  
 VICAR-GENERAL

DATE: 15/11/2021

SIGNED:   
 MR ANDREW MUSIAL  
 EXECUTIVE DIRECTOR  
 ARCHDIOCESAN SERVICES

DATE: 15/11/2021

SIGNED:   
 MR PETER SELWOOD  
 EXECUTIVE DIRECTOR  
 CENTACARE

DATE: 15/11/2021



SIGNED:



MR GAVIN BYRNES  
EXECUTIVE DIRECTOR  
LEGAL, GOVERNANCE AND RISK

DATE: 15/11/2021

SIGNED:



DEACON PETER PELLICAAN  
EXECUTIVE DIRECTOR  
EVANGELISATION BRISBANE

DATE: 15/11/2021

SIGNED:



MS PAMELA BETTS  
EXECUTIVE DIRECTOR  
CATHOLIC EDUCATION – ARCHDIOCESE OF BRISBANE

DATE: 15/11/2021

## Appendix 1 – Flow Chart- COVID Vaccination Notification Process

