

## COVID-19 Vaccination Policy and Procedure

### 1. Purpose

The purpose of this policy and procedure is to commit the Institute to the protection of the health and safety of its students, staff and visitors and all people who attend an Institute campus, by requiring all such persons to be fully vaccinated against COVID-19.

The Institute's approach to COVID-19 vaccination requirements is informed by the directions of the Chief Health Officer of Victoria, made under s200(a)(d) of the *Public Health and Wellbeing Act 2008* (Vic); and *Occupational Health and Safety Act 2004* (Vic); and the Public Health (COVID-19 General) Order 2021 by the Minister for Health and Medical Research NSW under the *Public Health Act 2010* NSW and the *Work Health and Safety Act 2011* (NSW).

### 2. Scope

This policy and procedure applies to all staff, students, third parties (partners, contractors, consultants, etc.) and visitors to the Institute.

### 3. Definitions

Terms	Definition
<b>Approved Vaccine</b>	means any COVID-19 vaccination that has been approved by the Therapeutic Goods Administration (TGA) or a comparable overseas regulator as determined by the TGA for use in Australia.
<b>Fully Vaccinated</b>	means having obtained the number of doses of an Approved Vaccine as recommended by the Australian Technical Advisory Group on Immunisation (ATAGI). For example, where a two-dose schedule is recommended by the ATAGI, a person will be considered fully vaccinated when they have received both doses of the vaccine.
<b>Medical Exemption</b>	means an exemption from the requirement to be vaccinated because of a medical contraindication as determined by ATAGI (Australian Technical Advisory Group on Immunisation) clinical guidance on an Australian Immunisation Register form.
<b>MIT Vaccination Status eForm</b>	Is the form annexed to this policy and procedure available in electronic form.
<b>COVID-19 Vaccination Privacy Notice</b>	Is Schedule 1 annexed to this policy and procedure, which details how the Institute processes and protects personal vaccination information.
<b>Visitor</b>	means any other person including guests, honoraria's, alumni, event attendee, spectators, volunteers and members of the public who attend a MIT campus.

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 19 November 2021  
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## 4. Policy

- 4.1 The Institute ("MIT") is committed to the safety and wellbeing of its people and its communities as its highest priority and has a duty of care to positively contribute to the pandemic response. This includes taking reasonable steps to avoid harm related to COVID-19 to our students, staff, visitors and the community, and in particular, any vulnerable members of the community. It is a requirement for entry to a MIT campus that students, staff and visitors must be fully vaccinated against Covid-19 or have a valid medical exemption.
- 4.2 This policy is based on public health advice and is aligned with the Victorian and NSW Governments roadmap to reopening. Medical exemptions will apply as per the directions of the Australian Government Chief Health Officer ("CHO") and MIT will recognise those with a valid medical exemption to allow them to continue to participate in a safe, inclusive way.
- 4.3 A fully vaccinated student body and workforce will help to reduce community transmission rates, minimise the severity of any breakthrough infections and reduce the likelihood of severe disease. It will mean MIT can continue to provide higher education programs and enable it to protect those vulnerable members of its community who cannot be vaccinated or who are most at-risk of breakthrough infections and developing serious complications from COVID-19.
- 4.4 To comply with the latest Government roadmap, students, staff, industry and community partners, contractors and visitors need to be fully vaccinated against COVID-19 before:
- attending MIT;
  - delivering higher education programs in person; or
  - participating in an MIT activity in person.
- 4.5 Anyone aged 16 years (or such age as determined by government) and older who is attending or visiting MIT or is involved with any of its programs, and/or activities, must be fully vaccinated against COVID-19. It is compulsory to tell MIT if you are vaccinated or not, and MIT is required to collect and store student and staff COVID-19 vaccination information. Collection and storage of vaccination information will be in line with the COVID-19 Vaccination Privacy Notice. People who have a valid medical exemption as per the CHO directions preventing them from being vaccinated against COVID-19 are exempt from the above. However, they must not attend on campus without the approval of the Campus Director or Nominee.
- 4.6 MIT will accept applications for enrolment from unvaccinated students, however, these students will be unable to:
- attend a MIT campus;
  - attend a higher education program in person; or
  - participate in an Institute activity in person;
- until such a time when they are fully vaccinated.

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## 5. Procedure

- 5.1 There will be two processes for recording and verifying student and staff vaccination status:
- Completion of the MIT Vaccination Status eForm; and
  - Check in onsite using the Service Victoria/NSW Service App (QR code).
- Completing both processes will be required to attend a MIT campus, engage in higher education programs in person or participate in on campus activities.
- 5.2 When a Vaccination Status eForm has been uploaded or submitted and it has been verified by MIT, the certificate you uploaded will be deleted by MIT.
- 5.3 If a staff member chooses not to get vaccinated against COVID19 and does not have a valid medical exemption, they should advise their supervisor and explain their reason as soon as possible to the relevant Campus Director. The requirement to be vaccinated against COVID-19 is an inherent work requirement and constitutes a lawful and reasonable direction to staff.

## 6. Responsibilities

- 6.1 The Institute has a responsibility to respect the privacy of its staff, students, third parties (partners, contractors, consultants, etc.) and visitors and will ensure that vaccination information is treated as confidentially as possible and in accordance with relevant laws. The COVID-19 Vaccination Privacy Notice contained as Schedule 1 to this policy and procedure details how MIT processes and protects personal vaccination information.
- 6.2 Students, staff, visitors, non-executive directors, contractors, industry and community partners and their staff must complete the Vaccination Status eForm.
- 6.3 All visitors who attend a MIT campus or who are involved with any programs or events in any capacity will be required to check in using the Service Victoria/NSW App (QR code), which includes vaccination status.
- 6.4 The Board of Directors will review this policy and procedure before March 2022.

## 7. Implementation and Communication

The policy and procedure will be implemented and communicated throughout the Institute via:

- the Institute's webpage;
- Internal circulation to staff and students.

## Supporting documents

Public Health and Wellbeing Act 2008 (Vic)  
Occupational Health and Safety Act 2004 (Vic)

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Public Health Act 2010 NSW  
Work Health and Safety Act 2011 (NSW).

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## MIT Vaccination Status eForm

The purpose of this form is to facilitate MIT collecting information regarding your vaccination status as per the directions from the CHO under section 200(1)(d) *Public Health and Wellbeing Act 2008 (Vic)* and the *Public Health Act 2010 NSW* (PH Acts) as applicable. As per the PH Acts, penalties will apply from government for any false or misleading information. Collection and storage of vaccination information will be in line with the COVID 19 Vaccination Privacy Notice.

First name: Click or tap here to enter text.

Last name: Click or tap here to enter text.

Date of Birth: Click or tap to enter a date.

Contact email: Click or tap here to enter text.

Relationship with MIT:

☐ MIT Staff

☐ MIT Student What is your student ID? MIT Click or tap here to enter text.

☐ MIT Alumni

☐ Other Click or tap here to enter text.

What is the name of your organisation: Click or tap here to enter text.

Please select your current COVID-19 vaccination

☐ Double vaccinated

☐ Single dose (ie. Johnson & Johnson/only one dose required) vaccinated

☐ Unvaccinated

Evidence upload - COVID-19 vaccination status

☐ Service Victoria digital vaccination certificate / NSW Service digital vaccination certificate

☐ MyGov COVID-19 digital certificate / My Health Record / Medicare online account

☐ International COVID-19 Vaccination Certificate

Upload here:

Evidence upload - Medical exemption from a registered medical practitioner on approved form

Upload here:

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## **Schedule 1: COVID-19 Vaccination Privacy Notice**

MIT is collecting information about vaccination status in accordance with the Governments roadmap and public health directions. By uploading or otherwise providing your vaccination information, you agree that you are consenting to the collection of this information for the purpose of MIT preventing and managing the risk of COVID-19 transmission and to ensure compliance with public health directions.

This privacy notice details how your information will be processed.

MIT is collecting and processing COVID-19 vaccination information and proof of vaccination to:

- prevent and manage the risk of COVID-19 transmission,
- ensure compliance with public health directions, and
- support compliance with third party requirements when undertaking MIT related activities.

Evidence of vaccination status can be provided in the following form:

- Service Victoria digital vaccination certificate /NSW Service digital vaccination certificate
- MyGov COVID-19 digital certificate / My Health Record / Medicare online account
- Immunisation history statement (from Medicare, Australian Immunisation Register or vaccination provider)
- International COVID-19 Vaccination Certificate
- Proof of relevant medical exemption on a Medicare IM011 Immunisation Medical Exemption Form.

If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact the Group General Manager. You have the right to withdraw your consent to the processing of your vaccine information, however, this will not affect the lawfulness of our processing of your information prior to you withdrawing your consent.

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