



COVID-19 Vaccination

D/2.1.1

Purpose

This procedure outlines the requirements for people to comply with the COVID-19 vaccination requirement of D/2.1 COVID-19 Vaccination policy.

Scope

This procedure applies to:

- Employees of the Queensland Synod office
- People who are engaged through a contract for the supply of services to the Synod office
- Workers at an early learning site
- Ministry agents
- People in supply ministry

The procedure does not apply to:

- Volunteers of the Queensland Synod office (other than a volunteer at an early learning site).
- Lay persons employed in ministry locations, designated as appropriate for the exercise of the ministry of pastor.
- People who supply site maintenance or cleaning services under a contract for the supply of services to the Synod office (other than an early learning site).

This procedure is to be read in a way that is consistent with all relevant government public health orders or legislation (**Government Requirements**), as introduced, amended, replaced or revoked from time to time. Given the constantly changing nature of the advice and directions if any aspect of this procedure contravenes any aspect of the Government Requirements, the Government Requirements prevail.

Procedure

1. Requirement and evidence

1.1. All people currently undertaking work or moving into a placement/position that the COVID-19 Vaccination policy (D2.1) applies to must have:

1.1.1. Received the COVID-19 vaccine (see definitions below); and

1.1.2. Provided evidence of vaccination by:

1.1.2.1. *17 December 2021* for the first dose of a COVID-19 vaccine for an early learning site;

1.1.2.2. *11:59 pm on 23 January 2022* for the second dose of a COVID-19 vaccine for an early learning site;

1.1.2.3. *1 February 2022* in all other cases.



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- 1.2. Workers at an early learning site commencing after 17 December 2021 to and including 11:59pm on 23 January 2022 must provide evidence of vaccination detailing the administration of the first dose of a COVID-19 vaccination prior to commencing at the early learning site.
 - 1.3. Workers at an early learning site commencing after 11:59pm 23 January 2022 must provide evidence of vaccination detailing the administration of two doses of a COVID-19 vaccination prior to commencing at the early learning site.
 - 1.4. People commencing in a placement/position (other than at an early learning site) that the COVID-19 Vaccination policy (D2.1) applies after 1 February 2022 must provide evidence of vaccination detailing the administration of two doses of a COVID-19 vaccination prior to commencing in the placement/position.
 - 1.5. All people in a placement/position that the COVID-19 Vaccination policy (D2.1) applies to must receive subsequent dose(s) of a COVID-19 vaccine (booster) as approved by Australian Technical Advisory Group on Immunisation (ATAGI), within any recommended timeframe provided by ATAGI. Evidence of vaccination, confirming the person has received the subsequent dose(s) of a COVID-19 vaccine is to be provided within 7 days of receiving the vaccination.
 - 1.6. A portal will be established on the Queensland Synod website to upload evidence of vaccination to a secure location. The evidence of vaccination will be securely stored and only accessible by authorised employees of the Queensland Synod.
- 2. Prospective employees for a position and ministers for a placement**
- 2.1. The relevant advertising and engagement documents must clearly state that engagement is subject to the person fully satisfying the COVID-19 vaccination requirement under the COVID-19 Vaccination policy (D2.1), including, but not limited to:
 - 2.1.1. Position and placement descriptions
 - 2.1.2. Advertisements for vacant positions and placements
 - 2.1.3. Interviews and discernment conversations
 - 2.1.4. Negotiations for a contract for the supply of service or suitability of a temporary worker from a labour hire provider
 - 2.1.5. Negotiations for a contract for the supply of service for an early learning site
 - 2.1.6. People identified on a medical or support plan for a child at an early learning site
 - 2.1.7. Inviting a volunteer to participate in a support activity or service at an early learning site
 - 2.1.8. Agreement for a student placement at an early learning site
 - 2.1.9. Terms of placement, employment contracts and supply terms and conditions
 - 2.1.10. Acceptance of call, offer of employment or offer of supply ministry.
 - 2.2. Evidence of vaccination must be provided as part of the process to fill a vacant placement/position or on-boarding process prior to commencement.
- 3. Refusal to be vaccinated or provide evidence of vaccination**
- 3.1. From the dates specified in 1.1.2 above, a refusal or failure to be vaccinated and provide evidence of vaccination in the absence of an approved exemption may lead to consequences including imposition of conditions of entry to a workplace, denial of entry to a workplace and/or other outcomes in accordance with the person's arrangements with the Queensland Synod, for example:



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- 3.1.1. For employees - it will likely be considered a failure to comply with a lawful and reasonable direction, as well as a decision by an employee to intentionally place themselves in a position where they cannot perform the inherent requirements of their role safely. The Queensland Synod may exclude the employee from the workplace or take disciplinary action up to and including termination of their employment.
- 3.1.2. For contractors – it will likely be considered a failure to comply with work health and safety directions or government regulation which may impact on their ability to provide the agreed services under a contract for the supply of services or learning agreement. The Queensland Synod may need to exclude the person from the workplace, provide notice of cancellation of the contract/agreement or notify a temporary hire provider of the unsuitability of a worker from the provider.
- 3.1.3. For a volunteer – it will likely be considered a failure to comply with a government regulation which may impact on their ability to provide support activities and services. The Queensland Synod may need to exclude the person from the early learning site or cease the volunteer arrangement.
- 3.1.4. For a student’s practical placement - it will likely be considered a failure to comply with a government regulation which may impact on their ability to commence or continue with the student’s practical placement. The Queensland Synod may need to exclude the person from the early learning site or cease the practical placement for the student.
- 3.1.5. For ministry agents – it will likely be considered a failure to comply with a work health and safety direction which may impact on their ability to fulfil the duties of a minister. The Synod may direct the General Secretary to make a complaint to the Synod Committee for Counselling or the Synod may request the Placements Committee to terminate the placement.
- 3.1.6. For supply ministry - it will likely be considered a failure to comply with a work health and safety direction which may impact on their ability to fulfil the responsibilities of the supply ministry. The Synod may direct the General Secretary to make a complaint to the Synod Committee for Counselling or the Synod may request the Presbytery to terminate the supply ministry.
- 3.2. The General Secretary may also direct an employee, ministry agent or supply minister to stand down from duties while the person is contacted to verify their ability to comply with the COVID-19 Vaccination policy (D2.1), appropriate consequences are determined and/or consequences implemented.
- 3.3. During a stand down period:
 - 3.3.1. An employee will continue to receive remuneration as if the employee was still at work and shall assist a person responsible for the carrying on in the meantime of the duties attached to the employee’s position.
 - 3.3.2. A ministry agent or supply minister shall not be deprived of stipend, allowances and the use of any residence occupied by the ministry agent/supply minister and shall properly assist any person responsible for the carrying on in the meantime of the duties attaching to the ministry agent’s/supply minister’s placement.
- 3.4. A stand down period should be for a short duration sufficient to impose appropriate consequences.



4. Exemptions

- 4.1. A COVID-19 Vaccine Exemption Application form (D2.1.1.1) must be used by a person seeking an exemption from the requirements of the COVID-19 Vaccination policy (D2.1) in the following circumstances:
 - 4.1.1. Where the person has a recognised medical contradiction to the COVID-19 vaccine
 - 4.1.2. Where the person has refused the COVID-19 vaccine on grounds of a genuinely held religious belief
 - 4.1.3. Where there is an exceptional circumstance.
- 4.2. Supporting evidence must be provided with each application.
- 4.3. Applications for exemptions will be considered on a case-by-case basis and in accordance with:
 - 4.3.1. The Synod's work health and safety duty of care as a PCBU
 - 4.3.2. The person's role
 - 4.3.3. The nature of the exemption sought
 - 4.3.4. Availability of reasonable adjustments or suitable duties to enable work to be completed safely
 - 4.3.5. Any other work health and safety considerations
 - 4.3.6. The workplace where the person works
 - 4.3.7. Applicable Government Regulations, including exemptions for people not able to be vaccinated or where there is a critical workforce shortage.
- 4.4. Each exemption request will be reviewed by a panel to determine if the request is approved or rejected. The panel will consist of:
 - 4.4.1. Moderator
 - 4.4.2. General Secretary
 - 4.4.3. Work Health and Safety Manager
 - 4.4.4. Manager, People and Culture
- 4.5. Where an exemption to the COVID-19 vaccination requirement is granted, it may be temporary, permanent, or conditional in nature.
- 4.6. A portal will be established on the Queensland Synod website to upload evidence of vaccination to a secure location. The evidence of vaccination will be securely stored and only accessible by authorised employees of the Queensland Synod.

5. Privacy

- 5.1. Personal and health information collected by the Queensland Synod is collected and handled in accordance with the Privacy Act 1988 (the Act). The personal and health information provided by you will be securely stored and only accessible by authorised employees of the Queensland Synod. Personal and health information disclosed on this form may be used for the purposes of ensuring compliance with the COVID-19 Vaccination policy (D2.1) and COVID-19 Vaccination procedure (D2.1.1), rostering or planning.



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- 5.2. De-identified information about vaccination rates under the COVID-19 Vaccination policy (D2.1) will be reported to the Synod Standing Committee, Executive Leadership Team (Synod office) and Presbytery Ministers.
- 5.3. This information will not be disclosed to other third parties without consent unless the disclosure is authorised or required by or under law. For information about how the Queensland Synod protects your personal information, or to learn about your right to access your own personal information, please see the [Privacy Policy \(POL-0001\)](#) and the [Privacy Collection Statement \(TOO-0001\)](#).

Related documents

[D1.1 Synod Wide WHS Framework](#)

[D2.1 COVID-19 Vaccination policy](#)

[D2.1.1.1 COVID-19 Vaccine Exemption Application](#)

[POL-0001 Privacy Policy](#)

[TOO-0001 Privacy Collection Statement](#)

Work Health and Safety Act 2011 (Qld)

Anti-Discrimination Act 1991 (Qld)

Fair Work Act 2009 (Commonwealth)

Definitions

Term	Meaning
UCAQld (also called we or us or the Church)	Means the functions and activities of the Uniting Church in Australia: <ul style="list-style-type: none"> • within and in relation to the bounds of the Queensland Synod; and • outside the bounds of the Queensland Synod (where managed by parts of the organisation located within the bounds of the Queensland Synod), under the <i>Uniting Church in Australia Act 1977 (Qld)</i>.
Queensland Synod office	Means the work and activities of the Uniting Church in Australia performed within the bounds of the Queensland Synod office including Trinity College Queensland, Raymont Residential College, Alexandra Park Conference Centre and Uniting Education Early Learning.
Early Learning Site	Includes outside school hours care, vacation care, kindergartens and registered and licensed early childhood settings (such as centre based childcare, family day care, in home care), including the early learning operations team of the Synod office and outdoor education facilities (Alexandra Park Conference Centre). It includes a collocated setting which: <ul style="list-style-type: none"> • is not physically separated from the occupied part of the early learning site or • is not secured and delineated so that users and workers of the early learning site cannot enter the collocated setting or • has shared points of access with users and workers of the early learning site or • can be accessed by a person who uses the facilities (eg toilets or lunchroom) in the early learning site.



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Term	Meaning
Employees	Means any person employed by way of a contract of employment by The Uniting Church in Australia Property Trust (Q.) represented by The Queensland Synod (ABN 25 548 385 225), including full-time, part-time, casual employees, and fixed-term employees.
Workers at an early learning site	Anyone who works in, undertakes an educational placement in, or volunteers at an early learning site including: <ul style="list-style-type: none">• Employees• Family Day Care Educators• In Home Care Contractors• People engaged through a contract for the supply of service such as plumbing, electrical, cleaning, gardening, and building services• Volunteers who assist in delivering support activities and services (such as a parent, guardian, indigenous elder)• Chaplains or support workers• University students on practical placement• Psychologists or therapists providing support for individuals
Contract for the Supply of Service	A contract entered into between The Uniting Church in Australia Property Trust (Q.) represented by The Queensland Synod (ABN 25 548 385 225) and an external party for the supply of services to the Synod office, including workers of a Temporary Hire Provider, Independent Contractor, Trainee or Apprenticeship.
Family Day Care Educators	Means an independent contractors engaged through an Educator Agreement for the provision of services on behalf of The Uniting Church in Australia Property Trust (Q.) as the Approved Provider under the National Law (Education and Care Services National Law (Queensland) 2011 (Qld) and Education and Care Services National Regulations (National Regulations).
In Home Care Contractors	Means an independent contractor engaged through a contract for the provision of child care services in the family home on behalf of The Uniting Church in Australia Property Trust (Q.) as the Approved Provider, approved as an In Home Care Service under Family Assistance Law.
Site maintenance or cleaning services	Includes cleaning, rubbish and waste removal, gardening, building repair or trade related services (eg electrical, plumbing, painting)
Volunteer	Means a person donating their time free of charge to the mission and objectives of the Church and recognises that volunteers are not motivated by financial income as a result of their work. It includes a governing body member (if not otherwise classified due to another role) or student (other than a paid trainee/apprentice)
Ministry agent	Includes Uniting Church in Australia candidates, community ministers, deacons, deaconesses, interns, lay pastors, ministers of the word, pastors, youth workers and ministers from other denominations serving in approved placements in the Queensland Synod.
Supply ministry	Supply ministry is used to describe a ministry of short duration, usually extending from a few weeks to twelve months, most commonly when the placement is vacant or the Minister is on extended leave. A person in supply ministry is called a supply minister.



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Term	Meaning
Placement	An approved placement (Regulation 2.6.3(a)(i)) in a congregation or other body wherein ministry is exercised
COVID-19 Vaccine	Means all recommended doses (including boosters) of a vaccine for COVID-19 approved by the Therapeutic Goods Administration at any time for use in Australia or endorsed by WHO-COVAX where the individual was vaccinated overseas unless limited by Government Requirements.
Evidence of vaccination	<p>An immunisation history statement showing the required COVID-19 doses (including boosters) available from the Australian Government through:</p> <ul style="list-style-type: none"> • Immunisation history statement from the Australian Immunisation Register (call 1800 653 809) • COVID-19 digital certificate (available on a Medicare account via MyGov) • COVID-19 vaccination appointment card (provided at Queensland Health vaccination locations when a person receives their first dose) • Immunisation history statement (from a regular healthcare provider or MyGov). <p>For people who received their vaccination overseas, an International COVID-19 Vaccination Certificate for overseas travel.</p>
Person Conducting a Business or Undertaking (PCBU)	A person conducts a business or undertaking: (a) whether alone or with others; (b) whether or not it is for profit or gain; and (c) even if the business or undertaking is conducted as an unincorporated association
Worker	Under the WHS Act, a person is a worker if the person carries out work in any capacity for a PCBU, including as an employee, a contractor, a sub-contractor, an employee of a labour hire company who has been assigned to work in the person's business or undertaking, a student, a trainee/apprentice
Workplace	Under the WHS Act, a workplace is a place where work is carried out for the business or undertaking and includes any place where a worker goes, or is likely to be, while at work. For example, a workplace includes a vehicle or a private residence.

Revisions

Document number		D/1.2.1			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.2	22.12.2021	General Secretary	13.12.2021	Strategic Risk Manager	WHS Manager
Next scheduled review		01.01.2023			