



Memo

To:	All Catholic Education Ballarat (CEB) staff and contractors
From:	Tom Sexton, Executive Director Catholic Education Ballarat
Subject:	Evidence of COVID-19 booster vaccination
Date:	18 February 2022

Dear Colleagues,

To limit the spread of coronavirus (**COVID-19**) within the population of school settings, Victoria's Minister for Health has released [COVID-19 Mandatory Vaccination \(Specified Facilities\) Order No.5](#) (the 'Order').

The Order, as updated from time to time, imposes obligations upon the Diocese of Ballarat Catholic Education Limited (**DOBCEL**) as the operator of Catholic primary and secondary schools in the Diocese of Ballarat in relation to the vaccination of staff, contractors, and volunteers.

Clause 7 of the Order obliges the Diocese of Catholic Education Ballarat Limited (DOBCEL) through your school to collect, record and hold vaccination information about all education workers including contractors and volunteers. Vaccination information is information about a person's vaccination status and can be in many forms, including a certificate of immunisation (your COVID-19 certificate) or your immunisation history.

DOBCEL is also obliged under the Order to notify education workers that DOBCEL must take all reasonable steps to ensure that a worker does not enter, or remain on, the premises of an education facility for the purposes of working unless they have received a COVID-19 vaccination booster before the appropriate deadline or hold a valid exemption.

This memo should be read in conjunction with the [Frequently Asked Questions](#) document outlining the obligations of the Order.

Booster Deadline

- For workers that became fully vaccinated on or before 25 October 2021, the booster deadline is 25 February 2022.
- For workers that became fully vaccinated after 25 October 2021, the booster deadline is 15 March 2022.

Vaccination Information

You are formally requested to provide evidence of your COVID-19 booster vaccination the Assistant Director People and Development via covid@dobcel.catholic.edu.au, no later than the following dates:

- If you were fully vaccinated on or before 25 October 2021, please **provide evidence of your booster vaccination by COB 24 February 2021.**
- If you became fully vaccinated after 25 October 2021, please **provide evidence of your boost vaccination by COB 14 March 2022**

Further information on obtaining proof of vaccination status is available at the Australian Government's Services Australia website [here](#).

Where a new or existing employee is unable to meet the required deadlines to be fully vaccinated (boosted) with an approved COVID-19 vaccine by the dates prescribed in the Order, they will be deemed to be either partially vaccinated or unvaccinated and will not be able to attend for duties on-site.

Privacy considerations and the use of vaccination information

DOBCEL takes the privacy and confidentiality of health information for all its staff and volunteers extremely seriously. The collection, use, and storage of your vaccination information is for the sole purpose of complying with the Pandemic COVID-19 Mandatory Vaccination (Specified Facilities) Order.

Disclosure to Authorised Officers

Under these Directions, we may be asked to produce to an Authorised Officer any vaccination information. If an Authorised Officer requests a person acting on behalf of the employer to provide this information, this person must comply with the request. Authorised Officers are those persons authorised to exercise the public health risk power under section 190(1)(d) of the *Public Health and Wellbeing Act 2008* (Vic).

Further Questions

If you have any questions about DOBCEL's COVID-19 vaccination strategy, please contact Ange Jones (Assistant Director People and Development) or Maree Baker (HR Manager).

DOBCEL remains committed to supporting the best interests of the physical health and psychological wellbeing of the staff, students, and families in our schools in conjunction with appropriate government recommendations or directives to reduce the spread of COVID-19 in our schools and the wider community.

I remind all DOBCEL employees who may require personal or professional wellbeing support are encouraged to access the free confidential Employee Assistance Program through [Converge International](#) on phone 1300 687 327.

Regards,



Tom Sexton

Executive Director of Catholic Education Ballarat