<Print on your business letterhead>

<Date>

<Insert employee’s full name>

<Insert employee’s residential address>

<Insert employee’s residential address>

Dear <insert name>,

The ACT Government has now legislated in the ‘Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021 that all educators, staff and volunteers at our Service must be fully vaccinated against COVID-19 by 29th November 2021, unless the Chief Health Officer has issued them with an Exemption Certificate which may, for example, be given due to a medical contraindication.

As a ‘responsible person’ under the Direction, I must take all reasonable steps to ensure that all educators, staff and volunteers comply with the vaccination requirements, including obtaining evidence that all persons have or will have received 2 doses of an approved COVID-19 vaccine by the 29th of November 2021.

Can you please provide me, therefore, with:

* a copy of your Australian Immunisation History Statement or
* your digital COVID-19 Certificate showing you are fully vaccinated, or
* a properly completed Exemption Certificate.

From the 1st of November but before the 29th of November, you must supply evidence showing you’ve had 1 dose of an approved COVID-19 vaccine if you have not yet been fully vaccinated (or don’t have an exemption certificate).

If you have not yet been vaccinated, please allow for the period required between vaccines doses 1 and 2 when deciding when to receive your first vaccine.

Please also note that under the legislation, you will not be able to attend the Service and complete your work duties if you do not provide the required evidence. In this situation we may unfortunately have no choice but to consider terminating your employment, unless you have a reasonable explanation for not supplying the evidence.

Further information about mandatory vaccination is available from [Fair Work](https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/covid-19-vaccinations-and-the-workplace/covid-19-vaccinations-workplace-rights-and-obligations). In particular I refer you to the following points:

* *“Employers can only require their employees to be vaccinated where a specific law (such as a state or territory public health order) requires an employee to be vaccinated…”*
* *“An employer may be able to take disciplinary action, including termination of employment, against an employee for refusing to be vaccinated if the employee’s refusal is in breach of a specific law”*

Please feel free to discuss this matter with me if you would like further information or clarification. I look forward to hearing from you as soon as possible.

Yours sincerely

<Name of person signing the letter>

<Position eg Approved Provider or Nominated Supervisor>