<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 NSW Government has now legislated in the ‘Public Health (Vaccination of Education and Care Workers) Order 2021 that all educators, staff and volunteers at our Service must be fully vaccinated against COVID-19 by 8th November 2021, unless a medical practitioner has issued them with a NSW COVID-19 Vaccine Medical Contraindication Certificate.

As a ‘responsible person’ under the Order, 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 8th 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 NSW COVID-19 Vaccine Medical Contraindication Certificate.

Until the 8th of November, you may also supply evidence showing you’ve had 1 dose of an approved COVID-19 vaccine, and have made an appointment to receive a second approved COVID-19 vaccine. From the 8th of November, you will need to provide evidence that you’ve had both vaccines or a Medical Contraindication Certificate as outlined above.

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 Public Health (COVID-19 Additional Restrictions for Delta Outbreak) Order (No 2) 2021, educators, staff and volunteers who live or work in an LGA of concern must already have received at least 1 dose of an approved COVID-19 vaccine or been issued with a properly completed NSW COVID-19 Vaccine Medical Contraindication Certificate. Vaccination evidence must be carried by the person while at work.

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. If you are not fully vaccinated by the 8th of November, 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>