<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 SA Government has now legislated in the Emergency Management (Education and Early Childhood Settings Vaccination) (COVID-19) Direction 2021 that all persons working (full-time, part-time, casually, on contact) and volunteering in SA early childhood settings must:

* have had at least one dose of a COVID-19 vaccine by 11th December 2021, and
* have received, or have evidence of a booking to receive, a second dose of an approved COVID-19 vaccine within the interval after the first dose recommended by the Australian Technical Advisory Group on Immunisation (ATAGI) for that COVID vaccine

unless:

* a medical practitioner certifies they have a temporary or permanent medical reason for vaccination exemption (in accordance with the [guidelines published by ATAGI](http://www.health.gov.au/resources/publications/atagi-expanded-guidance-on-temporary-medical-exemptions-for-covid-19-vaccines)), or has an appointment to be assessed by a medical specialist or has commenced an assessment with a medical specialist to determine whether they have a medical exemption from receiving a COVID-19 vaccine, and
* they have completed an [SA Health Chief Public Health Officer Immunisation Exemption Application Form](https://covid-19.sa.gov.au/emergency-declarations/healthcare-setting-workers-vaccination) and submitted this with the doctor’s certificate to [Health.NJNPExemptions@sa.gov.au](mailto:Health.NJNPExemptions@sa.gov.au).

I have a responsibility under the Direction to take all reasonable steps to ensure you comply with the vaccination requirements. Can you please provide me, therefore, with the evidence below:

* a copy of your immunisation certificate(s) if provided at your vaccination appointment, or
* a copy of your Australian Immunisation History Statement, or
* your digital COVID-19 Certificate, or
* evidence of a first dose plus evidence of a booking to receive a second dose of an approved COVID-19 vaccine within the interval recommended by ATAGI, or
* an exemption letter signed by the Chief Public Health Officer (provided if approved after submitting medical certificate and Exemption Application Form).

Please also note that under the legislation, you will not be able to attend the Service and complete your work duties from 11 December 2021 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>