<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 QLD Government intends to issue a Direction under the Public Health Act 2005 requiring ECEC workers, volunteers and contractors to have had at least one dose of a COVID-19 vaccine by 17th December 2021, and be fully vaccinated by 23rd January 2022, unless a medical practitioner certifies they have a medical contraindication to all COVID-19 vaccines.

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

* a copy of your Australian Immunisation History Statement, or
* your digital COVID-19 Certificate showing you are fully vaccinated, or
* an international COVID-19 Vaccination Certificate for overseas travel, or
* a medical certificate stating you have a medical contraindication to all COVID-19 vaccines, or
* if not yet fully vaccinated, evidence showing you’ve had 1 dose of an approved COVID-19 vaccine before 17 December 2021.

Please note if you are not vaccinated because of medical contraindication and attend the premises, you must:

* use personal protective equipment requirements consistent with the [PPE guideline](https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/novel-coronavirus-qld-clinicians/personal-protective-equipment-ppe) and COVID safe plans, and
* produce a negative COVID-19 polymerase chain reaction (PCR) test result each day before the start of your shift.

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>