

COVID-19 Vaccination Requirements Policy

October 2021

1 Purpose

- 1.1 The purpose of this Policy is to facilitate the protection of the health and safety of persons attending Melbourne Business School, by requiring them to be fully vaccinated against COVID-19.

2 Scope and Application of Policy

- 2.1 This Policy applies to Workers, Students and Visitors who are On Campus and to Workers and Students who attend third party settings to undertake School activities. It also applies to MBS Students undertaking non-award courses (ie Students registered with MBS and not the University of Melbourne) and contractors, emerita staff and honorary appointees of MBS, and individuals holding casual academic and professional roles who are contracted to the School but are not Workers (all of whom are referred to as Attendees).
- 2.2 Where Attendees attend settings operated by third parties to undertake School activities, Attendees will be required to comply with any additional Direction or other requirements in effect in that third-party setting.

3 Policy

3.1 Requirement to be vaccinated

- 3.1.1 Where the Victorian Chief Health Officer issues a Direction that an Attendee is required to be vaccinated against COVID-19 in order to perform their work, studies or other duties (as the case may be), then that Attendee must be vaccinated in accordance with that Direction in order to perform work, studies or other duties unless a Direction Exemption applies.
- 3.1.2 From the Commencement date of this policy, it will be a requirement of attending On Campus that any Attendee be Fully Vaccinated against COVID-19 unless that person has been granted a School, Medical or Direction Exemption.
- 3.1.3 To the extent that a Direction requires an Attendee to be vaccinated prior to the Commencement Date of this policy, the Attendee must comply with the Direction.
- 3.1.4 The School recommends that vaccination be undertaken on the advice of an accredited health practitioner (including health practitioners at any authorised [COVID-19 vaccination centre](#)).

3.2 Procedural principles

- 3.2.1 All Attendees who are required to be vaccinated (whether pursuant to a Direction or as a requirement of attending On Campus) will be required to provide evidence acceptable to the School of vaccination status.

3.2.2 The School will accept for these purposes sighting of a copy of the Attendee's:

- (a) COVID-19 Digital Certificate;
- (b) Immunisation History Statement; or
- (c) Digital Vaccination Certificate attached to the Services Victoria application.

3.2.3 The School may from time to time determine that other evidence is acceptable.

3.3 School Exemption

3.3.1 School Exemptions will be granted in limited circumstances. These include where:

- (a) A person has a valid Direction Exemption;
- (b) A person has a Medical Exemption;
- (c) A person is not eligible to be vaccinated in Victoria at the time they attend On Campus.; or
- (d) A person is required On Campus to respond to an emergency.

3.3.2 The exemption under 3.3.1 (d) applies where a person is required to perform urgent and essential work On Campus to protect the health and safety of Workers or members of the public or to protect assets and infrastructure.

3.3.3 The School will consider a temporary School Exemption in circumstances where a person is required to be vaccinated pursuant to a Direction by a later date than that specified in this Policy.

3.3.4 Except in cases set out in 3.3.3, the School has no authority to issue, and will not issue, a School Exemption where an individual is required to be vaccinated pursuant to a Direction. In these circumstances, any exemption will be limited to a Direction Exemption.

3.3.5 The School will maintain an exemption process for Attendees which will be available for the duration of this Policy.

3.3.6 Where the School issues a School Exemption, the School may require the recipient of that exemption to waive their legal recourse against the School if they contract Covid-19 during the period of their attendance at the School.

3.4 Evidence to support an exemption

3.4.1 Persons seeking to attend the School will be required to provide the School with satisfactory evidence in support of any application for an Exemption.

3.4.2 In the case of a Medical Exemption, the relevant person needs to provide evidence (medical certificate or letter) from a medical practitioner authorized by the Victorian government to issue [COVID-19 Vaccination medical exemptions](#).

3.5 Transition arrangements

3.5.1 Attendees who cannot provide evidence of vaccination or a valid Exemption as required by this Policy cannot attend On Campus.

3.5.2 Information about vaccination is available from the [Victorian Government Coronavirus website](#).

3.6 Privacy

- 3.6.1 The School will limit its use and disclosure of a person's vaccination status to what is reasonably necessary to prevent and manage COVID-19 transmission risks On Campus, and to comply with any Direction which applies to the School.
- 3.6.2 All information, including health information, collected under this Policy will be treated in accordance with applicable privacy and/or health information laws. For more information as to how your personal and/or health information is handled, please refer to the School's [Privacy Policy](#).

4 Review

- 4.1 Because of the changing nature of the COVID-19 pandemic and the regulatory guidance in relation to the vaccine rollout in Australia is constantly evolving, this Policy may need to be reviewed more regularly than the School's other workplace policies.

5 Consultation

- 5.1 This policy has been implemented following consultation with the School's Occupational Health, Safety and Wellness Committee and the School's employees.

6 Definitions

Attendees means any Worker, Student, Visitor, Contractors, emerita staff and honorary appointees of MBS and individuals holding casual academic and professional roles who are contracted to the School but are not Workers.

Approved Vaccine means any COVID-19 vaccination that has been approved by the Therapeutic Goods Administration (TGA) or a comparable overseas regulator as determined by the TGA for use in Australia.

Direction Exemption means an exemption from the requirement to be vaccinated in accordance with a Direction and includes a Medical Exemption. Direction Exemptions are specified by the Victorian Government from time to time and are set out in the relevant public health orders.

Direction means any applicable public health direction issued by the Victorian or Federal Government.

Fully Vaccinated means having obtained the number of doses of an Approved Vaccine as recommended by the Australian Technical Advisory Group on Immunisation (ATAGI). For example, where a two-dose schedule is recommended by the ATAGI, a person will be considered fully vaccinated when they have received both doses of the vaccine.

Medical Exemption means an exemption from the requirement to be vaccinated because of a medical contraindication as determined by ATAGI (Australian Technical Advisory Group on Immunisation) clinical guidance.

On Campus means any land forming the Melbourne Business School campus in Carlton or otherwise used or occupied by the School for the purposes of its activities.

Partial Vaccination means having obtained one dose of an Approved Vaccine.

Student means any enrolled student at the School or any other student who attends On Campus.

Tenant means any person who leases or licenses space On Campus and includes venue operators.

School Exemption means an exemption from the requirement to be vaccinated granted by the School.

School means The Melbourne Business School Limited.

Visitor means any other person including guests, honoraries and members of the public who attend On Campus.

Worker means all employees (permanent, fixed term or casual), contractors (including labour hire personnel), interns or secondees of the School as well as employees and contractors of Tenants.

7 General Information

Approved by
Responsible Policy owner
Contact area
Commencement date

Executive Leadership Team
Executive Director Corporate Services and CFO
Corporate Services
[1/11/2021](#)

8 Review Date

Melbourne Business School commits to review this Policy by: 31/03/2022
Review Period: Every 3months