**TEMPLATE NOTIFICATION LETTER   
(s5(6) of the COVID-19 Mandatory Vaccination (Workers) Directions)**

**Disclaimer:** Employer Assist byIndustry Legal Group has prepared this document for the use of employers to notify authorised workers scheduled to work onsite or outside the authorised worker’s home on and/or after 15 October 2021.

The employer has an obligation to collect, record and hold vaccine information and not to allow unvaccinated authorised workers to work onsite or outside the authorised worker’s home on and from 15 October 2021 (unless an exception applies).

These obligations may change and evolve rapidly.

The general information in this document may not be applicable to your circumstances as an employer and does not constitute legal advice.

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**Drafting note:** Must comply with section 5(6) of the *COVID-19 Mandatory Vaccination (Workers) Directions*.

For specific legal advice, please contact Employer Assist on:

1300 735 306   
[aaaa@employerassist.com.au](mailto:aaaa@employerassist.com.au)

For additional employment templates and guides, visit the [Employer Assist Hub](file:///C:\Users\emortale\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\CRGL4CPQ\aaaa.employerassist.com.au).

**Private & Confidential**

[Date]

[Name]

[Address]

**Delivered by hand and/or email**

Dear [Name],

**NOTIFICATION UNDER 5(6) OF THE COVID-19 MANDATORY VACCINATION (WORKERS) DIRECTIONS**

The *COVID-19 Mandatory Vaccination (Workers) Direction* (**Directions**), requires us to provide notification to employees scheduled to work for us onsite or outside the employee’s home (ordinary place of residence), on and/or after 15 October 2021.

We have provided you with this notification as you have been identified as an employee scheduled to work for us onsite or outside your home on and/or after 15 October 2021.

**Vaccination Mandate**

If you do not have your first COVID-19 vaccine dose by 15 October 2021, and your second dose by 26 November 2021, we must not permit you to work for us onsite or outside your home on and from 15 October 2021, unless one of the following exceptions applies to you:

* you are unvaccinated but you have a booking to receive your first dose of a COVID-19 vaccination by 22 October 2021;
* you hold a medical exemption certification from a medical practitioner verifying that you are unable to receive a COVID-19 vaccination dose, due to a medical contraindication or due to an acute medical illness (including being diagnosed with SARS-CoV-2); or
* you are in self-quarantine under the *Diagnosed Persons and Close Contacts Directions* and have a booking to receive the first dose of a COVID-19 vaccination within 7 days of the end of the self-isolation period as defined in those directions.

**Collection of Vaccination Information**

The Directions requires us to collect, record and hold the following vaccination information about you (as applicable):

* information indicating you are fully vaccinated (received 2 doses of a COVID-19 vaccine);
* information indicating you are partially vaccinated (received 1 dose of a COVID-19 vaccine and do not have a medical exemption);
* information indicating you are unvaccinated (have not received a dose of a COVID-19 vaccination and does not have a medical exemption);
* a medical exemption you hold;
* if you are unvaccinated, information about a booking you have to receive a first dose of a COVID-19 vaccine;
* if are partially vaccinated, information about a booking you have to receive a second dose of a COVID-19 vaccine.

We are required by the Directions to collect vaccination information from you as soon as practicable after the Directions were issued.

If we do not hold vaccination information about you, the Directions require us to treat you as unvaccinated and we must not permit you to work for us onsite or outside your home on and from 15 October 2021.

The Directions note that the vaccination information may be recorded in a variety of documents, such as a letter from a medical practitioner, a certificate of immunisation or an immunisation history statement obtained from the Australian Immunisation Register.

**Next Steps**

Please contact [NAME] to arrange to provide your vaccination information to us as soon as possible.

If you have not given us your vaccination information before the commencement of your first work attendance on or after 15 October 2021, or you are unvaccinated on or after 15 October 2021 (unless an exception applies), in accordance with the Directions, you will not be permitted to attend work either onsite or outside your home on or after 15 October 2021.

If you are unable to attend work on and/or after 15 October 2021, please contact me directly.

If you have any questions or concerns in relation to this matter, please contact me directly.

Yours sincerely

[NAME]

[Position Title]

[Name of Business]