

# Staff and Family Priority Access COVID-19 Vaccination

## COVID-19 VACCINATION HUB



Western Health is committed to supporting and protecting all staff and their families during the most recent COVID-19 outbreak in Metropolitan Melbourne, and acknowledges the importance of receiving the COVID-19 vaccination in a timely and safe manner.

All Western Health staff and their household members who are eligible to receive the COVID-19 vaccine will be given priority access to vaccination at one of our Western Health COVID-19 Vaccination Hubs, including:

- Sunshine Hospital
- Melbourne Showgrounds
- Melton Indoor
- Wyndham Indoor

Details for all sites can be found on the [COVID Vaccination Hub Microsite](#).

This document outlines the process for priority access to COVID-19 vaccination for all eligible Western Health staff and their household members.

Priority access appointments will be available for staff and their household members Monday to Sunday from 0800 to 1530.

### Staff and Household Member Eligibility for Priority Access for COVID-19 Vaccination

To be eligible for priority access, staff and their household members must:

- Be eligible for vaccination in accordance with the eligibility criteria defined by the Australian Government
- Be over 12 years of age
- Share a household with a Western Health staff member with an active employee number

### General Principles for Staff and Household Member Priority Access

- Western Health staff must make the appointment for themselves and their household members
- Booking confirmation will be sent via email
- Staff must present staff identification at time of vaccination
- Household members must provide:
  - Confirmation booking email
  - Evidence of same residence as staff member e.g. Driver's Licence or rate notice
- Staff and household contacts will be given access to a priority queue
- Household members will be eligible for the vaccine specified as per the Commonwealth Government guidelines.

### Booking Request Process

To make a vaccination booking request, please email:



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Email: [covidvaccination@wh.org.au](mailto:covidvaccination@wh.org.au)

You will be required to provide the following information in the email:

- Staff member name
- Staff member employee number
- Area of work (ward / unit / service)
- And, the following for each family and/or household member:
  - Date of Birth
  - Email and phone number
  - Address
  - Medicare Card
  - Preferred Western Health Vaccination Hub location

A member of the Administration team will make the appointment and send you a confirmation email within 48 hours.

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