# COVID-19 Mandatory Vaccination
## *Information for cost centre managers*
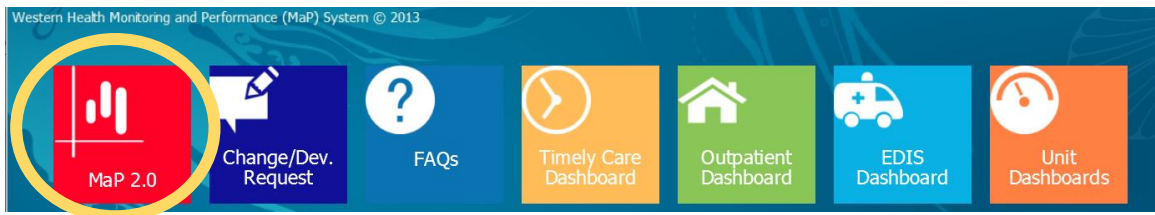
**COVID-19 VACCINATION HUB**

In September 2021 a Public Health Order was issued requiring all health care workers (HCW) to be fully vaccinated against COVID-19, unless they have a valid medical exemption. Failure to provide adequate information may impact their ability to continue their employment. Cost Centre managers are responsible for ensuring their staff have provided adequate evidence of their COVID-19 vaccination.

The following documents are considered adequate evidence (*refer to the COVID-19 microsite for further information: COVID-19 Vaccination Evidence QRG*);

- A COVID-19 digital certificate
- An immunisation history statement
- An International COVID-19 Vaccination Certificate (for overseas vaccinations)

Cost centre managers can review a list of their staff vaccination status on the WH Monitoring and Performance (MaP) System: COVID-19 Vaccination Monitoring. To locate this report, navigate to MaP:
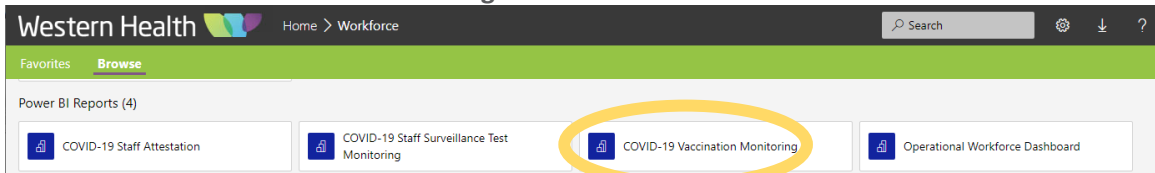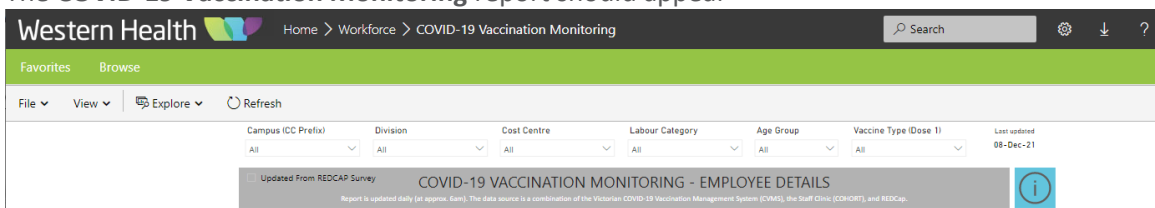
- **Select MaP 2.0**



- Select **Workforce**
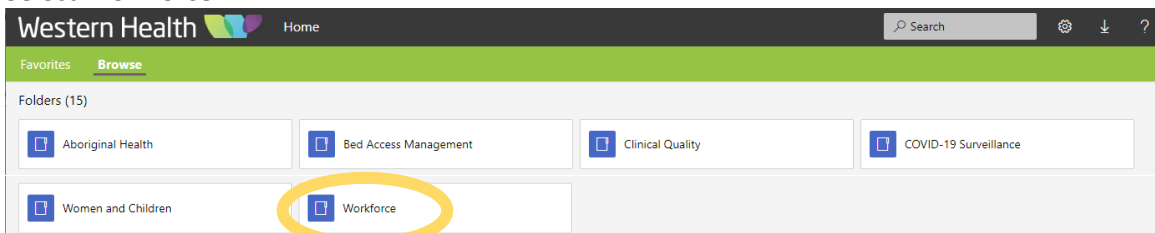


- Select **COVID-19 Vaccination Monitoring**



- The **COVID-19 Vaccination Monitoring** report should appear

Western Health

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The below information outlines what cost centre managers should do if there is an error or an issue with a staff member's vaccination status:

**MaP report says an employee has only <u>1 dose</u> however the employee states they have had both**

- Firstly, sight the evidence of the staff member's vaccination (COVID-19 digital certificate or Immunisation Statement); checking both dates are accurately reported.
- Ensure the evidence states both doses. If you are satisfied with the evidence, ask the staff member to send a copy of the evidence to: covidvaccination@wh.org.au
- Ensure the subject line of the email states: **Staff COVID Vax Report Enquiry**

**MaP report says an employee is <u>not</u> vaccinated however the employee states they are vaccinated**

- Firstly, sight the evidence of the staff member's vaccination (COVID-19 digital certificate or Immunisation Statement).
- Ensure the evidence provides dates for both doses. If you are satisfied with the evidence, ask the staff member to send a copy of the evidence to: covidvaccination@wh.org.au
- Ensure the subject line of the email states: **Staff COVID Vax Report Enquiry.**

**An employee has a medical exemption**

- After initial discussions with the staff member, please direct this matter to People and Culture.

**An employee cannot find vaccination evidence on their myGov account**

- Please refer the staff member to the *COVID-19 Vaccination Evidence QRG* available on the COVID-19 microsite. This provides details on what to do if information is missing.

**An employee does not appear on the MaP report**

- If an employee does not appear on the MaP report and has been working in your cost centre:
  - If the **employee** is new, please wait for the following pay cycle to check if the MaP report updates. If the employee still doesn't appear after the following pay cycle; send an email to: covidvaccination@wh.org.au
  - Ensure the subject line of the email states: **Staff COVID Vax Report Enquiry.**
  - If the **cost centre** is new, please liaise with your Finance Business Analyst so they can review SAP and ensure the cost centre has been created correctly.

**An employee's vaccination dates are displaying incorrectly on MaP**

- Review the dates on the employee's evidence. If you are satisfied, ask the staff member to send a copy of the evidence to: covidvaccination@wh.org.au
- Ensure the subject line of the email states: **Staff COVID Vax Report Enquiry**