

## Introduction

C&K's priority is the health and safety of our Workers, children, and families. We are committed to protecting each other and to managing the impact of COVID-19 within C&K and our community.

C&K strongly encourages its employees to consider following current public health advice in relation to COVID-19.

## Scope

This Policy applies to all current C&K employees, volunteers, contractors and students (defined as Worker(s) for the purpose of this Policy).

This Policy also applies to any new Worker employed or engaged by C&K after the effective date of this Policy.

## COVID-19 Vaccination Status

C&K Workers must have received at least two doses of an approved COVID-19 vaccine to enter our workplaces as an essential requirement of their employment or engagement with C&K, unless an exemption applies. An approved COVID-19 vaccine is one that is [approved for use in Australia](#) and recognised by the Therapeutic Goods Administration.

Any new Worker must have received at least two doses of an approved COVID-19 vaccine and provide evidence of their vaccination status before starting their employment or engagement. Compliance with this Policy will be a condition of their employment or engagement unless an exemption applies.

To avoid doubt, Workers must comply with any government directive in relation to vaccinations that may apply from time to time in addition to this Policy.

## Exemptions

A Worker may be exempt from complying with this Policy because of a medical contraindication, participation in a clinical trial or other legal grounds.

Where a Worker believes that their circumstances are such that they fall within an exemption to this Policy it must be raised with the HR Operations Team as soon as practicable at [hr@candk.asn.au](mailto:hr@candk.asn.au).

Where a genuine exemption exists, C&K will consult with the Worker to explore any reasonable accommodations, if any, which could be made to accommodate the Worker's ongoing engagement in any capacity.

## Medical Contraindication

A medical contraindication is defined as a temporary or permanent contraindication that is notified to the Australian Immunisation Register (AIR) by an eligible

health professional completing an Australian Immunisation Register (AIR) immunisation medical exemptions form in relation to that person.

If a Worker has a medical contraindication, they must provide C&K with a digital or paper exemption recorded on the [Australian Immunisation Register](#).

If a medical contraindication is temporary, the exemption must state the relevant time period for which it applies. A new exemption will be required if the contraindication continues beyond that date.

## Clinical Trial

A Worker may be eligible for an exemption if they are participating in a COVID-19 vaccine trial. The exemption ceases when the Therapeutic Goods Administration either approves, rejects or recognises the trial vaccine.

If an exemption on these grounds applies the Worker must provide C&K with a digital or paper exemption recorded on the [Australian Immunisation Register](#).

## Exemptions on any other legal grounds

A Worker who believes they are exempt on any other legal grounds must raise their request and provide supporting documentation to the HR Operations team (current Workers) or the relevant C&K Recruitment consultant (new Workers).

C&K will consider the exemption request and will either approve or reject the exemption. If the exemption is not approved, the Worker will be given a reasonable opportunity to comply with the Policy.

## Evidence

Workers must provide evidence of compliance with this Policy, including vaccination status.

A Worker who fails to provide evidence of vaccination to C&K will be treated as if they are unvaccinated until the prescribed evidence is provided.

C&K will keep this information strictly confidential and will only disclose your vaccination information if required to in accordance with the *Privacy Act 1988* (Cth), the Australian Privacy Principles and any government directive as issued from time to time.

If a Worker provides deliberately misleading or incorrect information concerning their vaccination status, C&K will consider this to be serious misconduct and may take disciplinary action up to and including termination of the Workers' employment or engagement.

## Testing for COVID-19

In addition to the requirements under this Policy, Workers are required to comply with any direction of C&K to submit to testing for COVID-19 where, in C&K's opinion it is considered reasonable and necessary in the circumstances. Testing may be undertaken by way of PCR testing, Rapid Antigen Testing, or any other approved means.

## COVID-19 Symptoms

Any Worker who experiences COVID-19 symptoms must not attend the workplace and must inform C&K as soon as possible yet prior to the ordinary commencement of work.

For the avoidance of doubt, COVID-19 symptoms include, but are not limited to fever, dry cough, tiredness, aches and pains, sore throat, diarrhoea, headache, loss of taste or smell, or difficult breathing or shortness of breath.

Workers who report COVID-19 symptoms may be directed to undertake testing for COVID-19 in accordance with this Policy.

## Breaches of this Policy

Any Worker who is found to have breached this Policy may be subject to disciplinary action, up to and including the termination of employment or engagement.

## Variations

C&K reserves the right to vary or replace this Policy at any time in line with the evolving nature of COVID-19 and updated public health advice.