



# ANGLICAN DIOCESE OF GRAFTON

## POLICIES AND PROCEDURES

<b>SUBJECT: VACCINATION FOR COVID-19</b>		<b>REFERENCE NUMBER</b> GEN-012
<b>DATE APPROVED</b> 24 February 2022 by Bishop-in-Council		<b>VERSION</b> Original
<b>IMPLEMENTATION DATE</b> Immediate	<b>REVIEW DATE AND FREQUENCY</b> As required but at least 3 yearly	<b>RESPONSIBLE FOR REVIEW</b> Bishop-in-Council

### 1. PURPOSE

The purpose of this policy and procedure is to ensure that the health and safety risks of contracting and spreading of coronavirus (COVID-19) are mitigated through relevant Clergy and Churchworkers being vaccinated for this virus.

### 2. SCOPE

- 2.1 This policy applies to Clergy, Churchworkers, contractors and temporary workers in all Ministry Units (except as per 2.3) including the Bishop's Registry where the said person is at least 12 years of age and involved in an activity described in 5.1 below.
- 2.2 This policy continues to apply where the person within the scope of this policy and procedure has decided not to be Vaccinated on the advice of a registered medical practitioner. Such persons should respect the advice of their medical practitioner and recognise that the health and safety principles of this policy will require exclusion from certain activities in the Diocese.
- 2.3 This policy does not apply to Anglicare North Coast or the schools of the Diocese although each is expected to have a policy on this topic informed by the specific risks and requirements of their situation.

### 3. DEFINITIONS

**"Church"** – the Anglican Church of Australia in the Diocese of Grafton.

**"Churchworker"** – a lay person:

- who is licensed or authorised by the Bishop of the Diocese; or
- who is an employee of the Diocese regardless of the location of their employment; or
- who, for payment or not, holds a position or performs a function with actual or apparent authority of the Bishop or Diocese, including an office, position or function of leadership in a ministry unit or agency of the Diocese.

**"Clergy"** – bishops, priests and deacons licensed to serve in the Diocese.

**"Diocese"** – the Anglican Diocese of Grafton.

**"Incumbent"** - the Clergy appointed by the Bishop to provide leadership of a Ministry Unit.

**“Ministry Unit”** – a Parish, Transitional Ministry District or a Chaplaincy of the Diocese.

**“Proof of Vaccination”** – the record of vaccination on the Services NSW app, COVID-19 Digital Certificate. Medicare Immunisation History Statement or a document provided by and signed by a registered medical practitioner.

**“Public Health Order”** - an Order made by the Minister for Health and Medical Research under section 7 of the Public Health Act 2010 [NSW]

**“Vaccinated”** – the full course of vaccination for protection against COVID-19 as per the guidelines of the Australian Technical Advisory Group on Immunisation (ATAGI) which at the time of writing was a course of three doses, or a combination, of any of Nuvaxovid (Novovax), Comirnaty (Pfizer), Spikevax (Moderna) or Vaxzevria (AstraZeneca) vaccines.

## **4. PRINCIPLES**

- 4.1 The Diocese recognises that it has a duty of care under the Work, Health and Safety Act 2011 (NSW) for the health and safety of employees, officers, members, volunteers, contractors and visitors.
- 4.2 The Diocese is committed to minimising risk of harm in the conduct of the work and ministry of the Diocese.
- 4.3 The Diocese recognises that in establishing this Policy, it may have some impact upon the service of Clergy and Churchworkers and encourages those with oversight of the affected person to work through the issues involved with the aim of minimising the impact on service without compromising health and safety.
- 4.4 The Diocese respects private information and will store COVID-19 Vaccination Records in accordance with Privacy Laws and the Diocesan Privacy Policy (GEN-001). This information may be shared internally within the Diocese only in order to give effect to this policy and procedure and to provide support to, and otherwise minimise the impact upon individuals. Private information will be shared solely on a ‘need-to-know’ basis.

## **5. REQUIREMENTS**

- 5.1 Clergy and Churchworkers are required to be Vaccinated as per this policy to perform or be involved with any of the following:
  - 5.1.1 Ministry or visiting in a health care or hospital setting
  - 5.1.2 Ministry or visiting in a residential aged care setting
  - 5.1.3 Ministry or visiting the ill or frail aged in their homes
  - 5.1.4 Involvement in the conduct of public worship in any of the following ways:
    - (a) handling and/or distribution of the communion elements
    - (b) singing in a choir or otherwise leading congregational singing (except while wearing a mask)
    - (c) physical contact with children under 12 years (baptism is an example of this)
    - (d) laying on of hands
    - (e) contact with or being in close proximity to vulnerable adults or those with an underlying health condition (anointing is an example of this)
    - (f) facilitating the seating of attenders or worshippers (the roles of Welcomer, Marshall, Sidesperson and Usher are examples of this)

- 5.1.5 Involvement in the care of, or ministry to, children under 12 years (Creche, “Mainly Music”, Sunday School and SRE teaching are examples of this)
  - 5.1.6 Food preparation and service
  - 5.1.7 Providing or assisting with the transport of people from another household
  - 5.1.8 Ministry or care for those needing welfare or special crisis support
  - 5.1.9 Where required in compliance with a Public Health Order or other direction by a relevant government body to carry out an activity, operate an organisation or to receive operational funding.
  - 5.1.10 Where considered to be a prudent measure as a result of a risk analysis.
- 5.2 Except as required by a Public Health Order or other direction by a relevant government body, Vaccination is not a requirement for participating in public worship, to receive the assistance (e.g. welfare) of the Church, or to enter and purchase from a Church opportunity shop, fete, stall or similar.
- 5.3 This policy is to be applied in conjunction with other safeguards (e.g. sanitisation, mask wearing, social distancing, isolation when symptomatic) as appropriate to provide safety for those who interact with the Anglican Church in the Diocese of Grafton.

## **6. IMPLEMENTATION**

- 6.1 All persons undertaking activities described in 5.1 must complete a COVID-19 Vaccination Record (Schedule A) and submit to the relevant supervisor.
- 6.2 The person overseeing the person described in 6.1, or their delegate, must sight Proof of Vaccination and sign the COVID-19 Vaccination Record. [Note: The original or a copy of Proof of Vaccination is not to be retained.]
- 6.3 The Incumbent and Churchwardens working together will ensure that this policy is complied with in a Ministry Unit.
- 6.4 The Registrar will ensure that this policy is complied with in the Bishop’s Registry.
- 6.5 The Bishop will seek proof of Vaccination as a normal requirement for the licensing of Clergy.
- 6.6 Where proof of Vaccination cannot be provided, the Clergy, Churchworker or other applicable person will discontinue involvement in the activities covered by 5.1.
- 6.7 Where excluded activities are central to or form a substantial part of a licensed role, the licensed person will be asked to demonstrate how they intend to fulfil the terms of their license despite not receiving Vaccination.
- 6.8 Where the lack of Vaccination is inconsistent with Clergy or Churchworker continuing in a paid role, the leadership of the relevant area should contact the Bishop and the Registrar to discuss the situation. A decision on loss of a paid role will be made after proper advice has been received and may involve a period where the person performing the paid role is suspended from the performance of that role (while still receiving the remuneration) until a decision is made.

## **7. FORMS**

- 7.1 COVID-19 Vaccination Record (Schedule A). This is available for download on the website of the Diocese.



# SCHEDULE A

THE ANGLICAN DIOCESE OF GRAFTON

PO Box 4

GRAFTON NSW 2460

Email: [admin@graftondiocese.org.au](mailto:admin@graftondiocese.org.au)

## COVID-19 VACCINATION RECORD

### Personal details:

Full Name			
Residential Address			
Email		Phone Number	
Date of Birth			
Role/Ministry Unit			

### Vaccination details:

Vaccination Status	<input type="checkbox"/> I am fully vaccinated	<input type="checkbox"/> I am partly vaccinated	<input type="checkbox"/> I have a lawful exemption
--------------------	--	---	--

### Disclaimer:

By signing this form (electronic signature is acceptable), I:

- Attest that the details provided are true and correct and understand that presenting false, misleading or fraudulent information may result in penalties.
- Understand that the Anglican Diocese of Grafton is collecting this information in order to provide a safe and healthy environment.
- Consent to giving the Anglican Diocese of Grafton this information and understand the Diocese will store this declaration in accordance with Privacy Laws and the Diocesan Privacy Policy.
- Consent to the Anglican Diocese of Grafton sharing this information internally within the Diocese only in order to give effect to the Vaccination Policy and to provide support to, and otherwise minimise the impact upon you. Your information will be shared solely on a 'need-to-know' basis.

**Signature:**

**Date:**

*Please provide this completed form and show proof of vaccination/exemption to your supervisor*

### Notes:

- For assistant clergy and Licensed Lay Ministers, the Incumbent is your relevant supervisor.
- For parish employees and other parish volunteers, a churchwarden is your relevant supervisor.
- For Incumbents, the Bishop of Grafton is your relevant supervisor.
- Completed declarations sighted by the Incumbent or Churchwarden are to be retained at the parish.
- Completed declarations sighted by the Bishop, are to be retained at the Registry.

### OFFICE USE ONLY

<input type="checkbox"/> Proof of vaccination/exemption sighted by		
Name:	Signature:	Date: