

**Note:** This Policy will be frequently updated from time to time as circumstances of the COVID-19 Pandemic continue to change and evolve. Please ensure you are up to date with the latest version of this Policy which will be hosted on our website at [ExpressPros.com.au](https://ExpressPros.com.au).

This Policy is intended for guidance to Express Associates within Australia.

### **Opening Message**

We at Express acknowledge that the COVID-19 Pandemic has been an incredibly challenging time for all. Lockdowns, separation from loved ones and limitations on “life as normal” have significant impacts on physical and mental health. We remain grateful for your ongoing cooperation and teamwork during this time.

We also acknowledge that the topic of COVID-19 Vaccination can be difficult and particularly challenging for some. The purpose of this document is not to force or compel you to do something against your wishes. It is intended to ensure you have sufficient information to make an informed decision and to understand Express’s approach to this topic.

We have structured this Policy in a “Q&A” format to tackle the questions you may have and to allow us to update this document as the situation continues to change.

Please read this document carefully and ensure you stay up to date with further versions.

### **Is COVID-19 Vaccination Mandatory in Australia?**

Currently, there is no legal requirement for you to be vaccinated.

Vaccines are optional for Australians, although there are some industries (such as aged care, quarantine, health and education) whereby vaccination has been made mandatory by Government Health Order in order to continue to perform work. For more information on those health orders/industries, please read “legislation and public health orders requiring vaccination against corona virus” which has a link to the State/Territory orders:

<https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/COVID-19-vaccinations-and-the-workplace/COVID-19-vaccinations-workplace-rights-and-obligations#lawful-and-reasonable-directions-to-get-vaccinated>

### **Is COVID-19 Vaccination Mandatory in NSW given the “Roadmap to Reopening” announced by the NSW Premier?**

The “NSW Roadmap to Reopening” announced by the NSW Premier grants certain freedoms to double vaccinated workers and members of the public once public vaccination targets are achieved.

You can read more about these freedoms (and restrictions) here: <https://www.nsw.gov.au/media-releases/roadmap-to-freedom-unveiled-for-fully-vaccinated>

Importantly, the NSW Roadmap does not force vaccination upon an individual. However, it grants certain privileges and freedoms to those that are vaccinated versus those who are not. These freedoms align to the National Reopening Plan generally agreed to by State/Territory Premiers.

Whilst an individual is not compelled to vaccinate and may not wish to participate in the reopening initiatives, it is important that you understand the consequences of not being double vaccinated. That is, in New South Wales, you may not be able to return to the workplace (i.e. be placed in certain roles within NSW by Express) or participate in other activities such as restaurant/café dining, hair/beauty services, gyms, physical retail shopping, attendances at events/recreation venues, and socialising with family and friends – for an indefinite duration. It is unclear when NSW will open up these activities to non-vaccinated individuals.

### **I live in NSW, If I am not double vaccinated when the NSW Roadmap vaccination targets are met, what does this mean for me?**

We at Express must follow the reopening Roadmap set by the NSW Government.

At the time that re-opening of specified businesses is allowed in NSW based on the current NSW Government Roadmap, **only those who are double vaccinated will be able to return to workplaces within the specified**

**industries.** If you are not double vaccinated at that time – unless you have a medical exemption – you will not be eligible to be placed in an assignment by Express within those specified industries.

At this stage the position may be different for non-customer facing roles, however many businesses within NSW are now taking a mandatory vaccination approach in their workplaces and Express must comply with those requirements where lawful.

***Is COVID-19 Vaccination Mandatory in VIC given the “Roadmap to Reopening” announced by the Victorian Premier?***

The “Victorian Roadmap to Reopening” announced by the Victorian Premier grants certain freedoms to double vaccinated workers and members of the public once public vaccination targets are achieved.

Unlike NSW, the Victorian Roadmap differentiates between regional Victoria and Metro locations.

You can read more about these freedoms (and restrictions) here: <https://www.premier.vic.gov.au/victorias-roadmap-delivering-national-plan>

Importantly, the VIC Roadmap does not force vaccination upon an individual. However, it grants certain privileges and freedoms to those that are vaccinated versus those who are not. These freedoms align to the National Reopening Plan generally agreed to by State/Territory Premiers.

Whilst an individual is not compelled to vaccinate and may not wish to participate in the reopening initiatives, it is important that you understand the consequences of not being double vaccinated. That is, in Victoria, you may not be able to return to the workplace (i.e. be placed in certain roles within VIC by Express) or participate in other activities such as restaurant/café dining, hair/beauty services, gyms, physical retail shopping, attendances at events/recreation venues and socialising with family and friends – for an indefinite duration. It is unclear when Victoria will open up these activities to non-vaccinated individuals.

***I live in VIC, if I am not double vaccinated when the VIC Roadmap vaccination targets are met, what does this mean for me?***

We at Express must follow the reopening Roadmap set by the Victorian Government.

At the time that re-opening of specified businesses is allowed in Victoria, based on the current VIC Roadmap **only those who are double vaccinated will be able to return to work in those specified industries.** If you are not double vaccinated at that time, unless you have a medical exemption you will not be eligible to be placed in an assignment by Express within those specified industries.

At this stage the position may be different for non-customer facing roles, however many businesses within VIC are now taking a mandatory vaccination approach in their workplaces and Express must comply with those requirements where lawful.

***I don't plan to have the COVID-19 Vaccination due to personal preference. What does this mean for me?***

Whilst Express respects that COVID-19 Vaccination is a personal choice, we encourage all our team to consult their GP with any vaccination related concerns you may have, so that you can make an informed choice and understand the benefits and risks associated with COVID-19 Vaccination. You can also access more information about COVID-19 Vaccination in various languages here: <https://www.health.gov.au/initiatives-and-programs/COVID-19-vaccines/COVID-19-vaccine-information-in-your-language>

It is important that you understand that by choosing not to vaccinate:

- If you reside in NSW or VIC, depending on your Industry sector, you may not be able to return to face-to-face work in the initial stages of the NSW Roadmap to reopening
- If you reside in NSW or VIC, you will not be able to enjoy some of the other freedoms granted under the initial stages of the NSW and VIC Roadmap to reopening (such as restaurant dining, hair/beauty/gyms, socialisation with family and friends)
- If you reside in NSW or VIC, you may not be able to return to the workplace or enjoy other freedoms for an indefinite period (or at all). It is unclear if/when these State Governments will open up such freedoms for unvaccinated persons.

- If you live in other States/Territories other than NSW and VIC, it is suspected that these States/Territories may at some stage impose vaccination requirements for domestic travel and in certain business settings. Again, if you are not double vaccinated, you may be excluded from participation in work (or other freedoms) for an indefinite period if/when Government directions change.
- We at Express also reserve the right to introduce and/or maintain restrictions based on vaccination status regardless of Government directions.

***I am ineligible to receive a COVID-19 Vaccination due to medical reasons. What does this mean for me?***

We at Express respect that each person has individual health needs and circumstances.

If you cannot be vaccinated due to medical reasons, please see your GP and request that they provide a written explanation for your condition. We then ask you to discuss this with us confidentially so that we can work with you on a solution. We are here to support you.

***What is Express' view on COVID-19 Vaccination generally?***

Express encourages all our workers and customers to be fully vaccinated against COVID-19 as soon as possible. Express's goal is to protect the health and safety of our team and customers as best we can.

COVID-19 Vaccination is just one line of defence in the fight against the spread of COVID-19. At Express, in addition to encouraging COVID-19 Vaccination and abiding by any lawful vaccination mandate, we will continue to maintain our COVID-Safe Workplace Plans and may also introduce other controls to help keep you safe.

Whilst Express is not mandating that all staff (and customers) are double vaccinated against COVID-19 at this time, we are of the view that the approach taken by NSW and VIC (to allow freedoms for vaccinated persons not granted to unvaccinated) is likely to be eventually followed by other States/Territories. We also anticipate that many other businesses and industries will mandate vaccination – making vaccination an inevitable requirement for returning to the 'new normal'. This means that if you are not vaccinated, you may miss out on freedoms granted to others including but not limited to your eligibility to be placed within certain roles by Express.

Remember, only those that are double vaccinated will be able to return to work in the specified industries in the immediate future in NSW and VIC.

It is also possible in the future that Express will itself require vaccination (regardless of State/Territory Government decisions) should Express deem it reasonably necessary in order to protect the health and safety of its workers and customers.

We cannot stress enough therefore how important it is that you make an informed vaccination decision.

***How will Express be checking/enforcing vaccination status?***

As part of your onboarding process we ask you questions about your vaccination status and request you upload evidence of vaccination. Evidence of vaccination will need to be provided with one of the following options:

- a copy of your COVID-19 digital certificate via the Medicare App or Service NSW App; or
- a copy of your immunisation history statement (available through myGov).

The answers and information you provide will be used and retained in accordance with our obligations under Privacy Laws and to ensure we can plan work allocation.

Where you advise you have not been vaccinated or fail to provide adequate evidence of your vaccination status, you will not be considered for roles that are lawfully restricted to vaccinated associates only. They could be roles in mandatory vaccination industries or roles with clients who are not in a mandatory vaccination industry but have a lawful policy prohibiting unvaccinated workers in their workplace. It is important that if your vaccination status changes you inform Express as soon as possible so that you can be considered for both vaccinated and unvaccinated roles that may be available.

***Will I need to wear a mask in the workplace?***

In NSW and Metro VIC masks must be worn at all times in the workplace – until advised otherwise by us in line with Government directions.

In other States/Territories, we will follow Government protocols in this regard and will keep you updated on the requirement to wear masks.

***What other measures is Express introducing to keep me safe?***

As mentioned above, COVID-19 vaccination is one important tool in the fight against COVID-19 transmission.

However, it is important that you continue to follow other COVID-Safe measures at all times including the following mandatory safety directives (in respect of both Express offices and third-party workplaces in which you are placed):

- Checking in and out when entering workplaces.
- Using hand sanitiser regularly.
- Wearing a mask and other personal protective equipment such as gloves where appropriate.
- Washing your hands regularly and properly.
- Maintaining social distance from others in the workplace (where possible).
- Abiding by workplace capacity limits.
- Checking and abiding by any restrictions applicable to the area in which you reside or are required to attend for work.
- Complying with other Government mandated directions (e.g. isolation directions).
- Checking updated case locations and not attending work if you have been to any of the listed locations within the listed periods, unless you first obtain a negative result and comply with any other isolation requirements.
- Not attending a workplace if you feel unwell or have any other symptoms of COVID-19 including but not limited to:
  - Fever
  - Cough
  - Sore throat
  - Shortness of breath (difficulty breathing)
  - Loss of taste or smell
  - Fatigue
  - Nasal congestion or runny nose
  - Body aches and pains consistent with the flu
  - Headache
  - Diarrhoea
  - Nausea/vomiting
  - Loss of appetite
- Notifying us as soon as possible if you are unable to attend work due to the above directives (or any other reason).
- Complying with any other policies, procedures, and reasonable directions in respect of COVID-19 safety requirements of the workplace in which you attend.

We may introduce other COVID-safe controls from time to time and ask that you do all that you can to help keep yourself and others safe.

Express also undertakes work health and safety checks on clients of Express responsible for workplaces which you may be placed, including confirmation of their COVID-Safe measures in place before Express places associates into roles.

***Where can I find more information about COVID-19, Vaccinations, and other questions I may have?***

If you have questions regarding our policies or workplace plans, please consult us at [support@expresspros.com.au](mailto:support@expresspros.com.au).

If you have any questions regarding COVID-19 or Vaccinations more broadly we have provided some links below to Government information sources.

We also strongly encourage you to consult with your GP to obtain personalised advice if you need it.

Fair Work – Corona Virus and Workplace Laws: <https://coronavirus.fairwork.gov.au>

Australian Federal Government Department of Health – Resources for Vaccination:  
<https://www.health.gov.au/resources/collections/COVID-19-vaccination-patient-resources>

Safe Work Australia – COVID19 Information for Workplaces: <https://www.safeworkaustralia.gov.au/COVID-19-information-workplaces>

NSW Roadmap to Freedom: <https://www.nsw.gov.au/media-releases/roadmap-to-freedom-unveiled-for-fully-vaccinated>

VIC Roadmap to Freedom: <https://www.premier.vic.gov.au/victorias-roadmap-delivering-national-plan>