

# COVID-19 Vaccination Policy

December 2021

All workers, volunteers and customers, regardless of how they engage with Astrotourism WA Pty Ltd T/A Stargazers Club WA, have the right to a healthy and safe working environment.

In accordance with Astrotourism WA's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our customers and visitors, our employees, our volunteers, our contractors and the community at large from infectious diseases, such as COVID-19 or influenza, that may be reduced by vaccinations.

Astrotourism WA and Stargazers Club WA are accredited COVID Vaxx Practising Businesses with the Tourism Council WA.



All employees, volunteers, contractors, customers and visitors are required to be or have received vaccinations by 31 January 2022, unless a reasonable accommodation is otherwise approved by any relevant authority or the company. Where a person is not in compliance with this policy, the person will not be granted entry to the premises, event or service. In such circumstances:

- for customers, Astrotourism WA's and Stargazers Club WA's refund and/or credit policy will apply. A full refund will be issued.
- for employees, they will be placed on unpaid leave until their employment status is determined.
- for volunteers and contractors, they will not be engaged to deliver services for Astrotourism WA and/or Stargazers Club WA.

Proof of COVID-19 vaccinations can be shown with:

- an Australian Government COVID-19 vaccination certificate or an Immunisation Statement recorded on the Australian Immunisation Register
- written confirmation issued by the WA Department of Health of the COVID-19 vaccination received by them
- an International COVID-19 Vaccination Certificate issued by the Australian Government (to maintain privacy, the Individual Healthcare Identifier number can be blocked out)

Exemptions on medical grounds can be obtained from the Australian Immunisation Register, using a [IM011 form](#) which can be completed by a GP or certain specialist medical practitioners.

## **Astrotourism WA and Stargazers Club WA Event Bookings**

Commencing 1 February 2022, the company will not accept a booking for any person who is not fully vaccinated for COVID-19 or does not commit to such requirement. Where a person makes a booking and is then unable to meet the requirement, the customer shall be refused entry to the event or service and the company's cancellation policy shall apply.

## **Privacy**

Astrotourism WA will take all reasonable steps to protect records of an employee's, contractor's, volunteer's and/or customer's vaccination status safe from:

- misuse and loss; and
- unauthorised access, modification or disclosure.

In the case of prospective employees, contractors, sub-contractors and volunteers, Astrotourism WA will comply with the remainder of the Privacy Principles under the Privacy Act when dealing with the personal information, we will:

- accurately record the information that they collect, keep it up-to-date and store it securely;
- limit the use and disclosure of employee vaccination status information to what is necessary to prevent and manage COVID-19. Employers should not disclose vaccination status among colleagues unless they have a legitimate and compelling reason to do so; and
- regularly review whether they still need to retain vaccine status information.

COVID-19 digital certificates and immunisation history statements contain a person's Individual Healthcare Identifier (IHI). Astrotourism WA will encourage certificate holders to remove the IHI as part of our vaccination records.