

## **COVID-19 VACCINATION POLICY**

### **INTRODUCTION**

Tayside Contracts is obliged to take reasonable steps to reduce any workplace risks under The Health and Safety at Work Act to protect you from harm.

The COVID-19 vaccination programme is the largest that has ever been undertaken in Scotland. The Scottish Government together with NHS Scotland and Public Health Scotland are actively encouraging the population to get the vaccination as soon as it is offered to us.

We have all worked diligently over the last year to protect each other from the risk of COVID-19. Whilst the vaccination does not offer any of us immediate protection or remove the requirement for other basic preventative measures such as face coverings, hand washing and physical distancing, the vaccination is considered the best protection against COVID-19.

You are encouraged to accept the vaccination when offered to you, to protect yourself, your colleagues and the communities we live and work in.

### **SCOPE OF POLICY**

This policy applies to all employees working at all levels and grades within Tayside Contracts.

### **COVID-19 VACCINATION LEAVE ENTITLEMENT**

If you are invited to attend an appointment to obtain a COVID-19 vaccination during your working day, you are entitled to reasonable **paid** time off to attend your appointment. This entitlement applies to appointments relating to both the first and second dose of the vaccine. Depending on your individual circumstances, the time you require off work may be as little as 1 hour but for others, who may need to travel further, this may be longer. Line managers should take individual circumstances including travelling time into account when authorising any time off.

### **NOTIFICATION REQUIREMENTS**

Requests for time off during the working day, must be made and approved by your line manager in advance of your appointment. It is recognised that you may be invited to attend a vaccination appointment by telephone at short notice, reasonable attempts will be made to accommodate paid time off, however, on rare occasions it may not be possible due to the risk of service failure.

Only managers with the authority to authorise overtime/additional hours can authorise COVID-19 Vaccination Leave.

After obtaining authorisation from your manager, you should record your time off on a timesheet or on the Time and Attendance System where appropriate.

## ILLNESS FOLLOWING COVID-19 VACCINATION

You will be provided with information leaflets at your vaccination appointment which will include details of common side effects.

If the side effects result in you becoming ill and you are unable to attend work, you must notify your line manager of your absence from work as soon as possible in accordance with Tayside Contracts' Notification of Sickness Absence and Return to Work Procedure. Although this absence will be recorded as sickness absence, it will be discounted for absence management purposes and you will receive full contractual pay.

## VACCINE HESITANCY

Accepting a COVID-19 vaccination is a personal choice and we respect that you may choose not to get vaccinated, for example, due to health reasons, religious beliefs etc. You will not be treated less favourably for declining a COVID-19 vaccination.

If you have any hesitation in accepting a COVID-19 vaccination or have any questions, you can visit the NHS Inform website [nhsinform.scot/covid-19-vaccine](https://nhsinform.scot/covid-19-vaccine) or call **0800 030 8013** from 8am to 8pm, 7 days a week.

## HEALTH AND SAFETY INFORMATION

Regardless of whether you have been vaccinated or not, until you are told otherwise, it is important that you still follow FACTS i.e., wear a face covering, avoid crowds, clean your hands and surfaces regularly, keep a two metre distance and self-isolate and book a test if you have symptoms.

You **must** continue to adhere to all Tayside Contracts' COVID-19 risk assessments and control measures which are published on our website [www.tayside-contracts.co.uk/covid-19/risk-assessment-covid-19](https://www.tayside-contracts.co.uk/covid-19/risk-assessment-covid-19)

If you have received a letter from the Chief Medical Officer advising you to shield, you must continue to do so until told otherwise whether or not you have received the vaccine.

## POLICY VIOLATIONS

Failure to comply with this, or any other employment policy, may result in individuals being investigated and disciplinary action taken against them in accordance with Tayside Contracts' Disciplinary Policy.

## RELATED POLICIES

The COVID-19 Vaccination Policy links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Equality and Diversity Policy
- Occupational Health and Safety Policy
- Sickness Absence Management Policy

The above list is not exhaustive.

## **CONSULTATION**

Tayside Contracts' recognised Trade Unions have been fully consulted on this employment policy.

## **POLICY REVIEW**

The COVID-19 Vaccination Policy will be reviewed at three yearly intervals, or as required by legislative changes or changes in Public Health advice.

## **DATA PROTECTION LEGISLATION**

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

**Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or [employment.policies@tayside-contracts.co.uk](mailto:employment.policies@tayside-contracts.co.uk)**

**If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or [angie.thompson@tayside-contracts.co.uk](mailto:angie.thompson@tayside-contracts.co.uk)**