

PROMOTING COVID-19 VACCINE ACCESS FOR SCHOOL STAFF

Communications pack

VOICES
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Introduction

As part of the COVID-19 vaccination roll out, all school staff and all students aged 16 and over are now [eligible to receive a COVID-19 vaccine](#). All school staff are encouraged to make a vaccination booking as soon as possible and help keep our community safe.

I strongly encourage VCE teachers to get vaccinated as soon as possible as this will support the safe conduct of the VCE examinations this year. Secondary schools should also encourage exam invigilators to get vaccinated.

It is important for school communities and staff to have relevant and up-to-date information about COVID-19 vaccines, and to know that the vaccines approved for use in Australia are free and very effective at preventing serious illness and loss of life from COVID-19.

If you or staff in your school community have any questions or concerns you can talk to a GP, pharmacist or to a senior and experienced immuniser at Victorian [state-run sites](#).

To help school communities understand and share important information about COVID-19 vaccines, we have put together this communications toolkit.

This pack provides a range of materials including social media content, a poster, web banners, newsletter copy and FAQs and other resources to help school staff make informed decisions about their vaccination. It also provides helpful links to Commonwealth and State Government information resources about the vaccination program.

I encourage you to share and distribute these materials amongst your members to help increase vaccine uptake.

If further questions or concerns arise that are not covered in this pack, please do not hesitate to reach out to the Department representative in your area to provide feedback.

Thank you for your support and efforts to reach 1 million vaccine doses by 19 September.



The Hon James Merlino MP
Deputy Premier
Minister for Education
Minister for Mental Health



Helpful online resources

The websites below will always include the most accurate and up-to-date information about COVID-19 vaccine eligibility and safety. Reference and use these resources in your communications to school staff about the vaccine.

Resources

Information on the vaccine and booking an appointment

- The latest information on vaccination is available at coronavirus.vic.gov.au.
- Specific information for education staff receiving a COVID-19 vaccine, refer to coronavirus.vic.gov.au/vaccine.
- School staff can now book or change a vaccination appointment at a vaccination centre through the Victorian Government's [COVID-19 vaccine online booking system](#).
- For information on what to bring to a vaccine appointment refer to [Before you get vaccinated for COVID-19](#).



Suggested social media content

Here is a sample social media post that can be used across your own social channels to help encourage awareness of COVID-19 vaccine and increase uptake. Feel free to edit and personalise this post to suit your own style.

Please tag @DETVic and use #COVIDVaccine so we can like and share.

[Download social media tile](#)

Copy options

All Victorians aged over 16 are eligible to receive a COVID-19 vaccine. With more appointments now available, support Victoria's vaccination targets and do your part in keeping your school community safe. For more information, visit www.coronavirus.vic.gov.au/vaccine



Other downloadable communications products

Web banner

Poster

Download and print this poster for display in settings where school staff, including agency staff, have visibility.



Nominate a staff member to share their story

Teachers, support staff and principals across Victoria are at the forefront of keeping school communities safe and thriving during this global pandemic.

Do you know a school staff member who has had the vaccination to keep themselves and their communities safe and would love to tell their story?

The Department of Education and Training would love to feature them on its social channels!

How to be featured:

1. Provide an image of a school staff member following a discussion with them and receiving their consent to being featured;
2. Include their name, school (or agency) and what they teach;
3. Provide their answers to the question: *'Why was it important to you and your school community for you to book the COVID-19 vaccination?'*;
4. Be sure to include any school accounts that you'd like us to tag in the post; and
5. Send to employeehealth@education.vic.gov.au.



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Suggested newsletter content

Please consider using the draft content below in your organisation's newsletter or preferred communication channel. You can customise the content as required for your style and audiences.

Draft content (for principals, school staff)

As part of the COVID-19 vaccination roll out, all Victorians aged 16 years and above are now eligible to receive a COVID-19 vaccine.

Getting vaccinated is important for your own safety, as well as the safety of our school communities. That's why the [organisation] encourages all education staff to make an appointment and to get vaccinated as soon as possible. It's so important.

The [organisation] strongly encourages VCE teachers to get vaccinated as soon as possible as this will support the safe conduct of the VCE examinations this year. Secondary schools should also encourage exam invigilators to get vaccinated.

Individuals are encouraged to visit the coronavirus.vic.gov.au website for more details.

The [organisation] ask that all schools exercise maximum flexibility to enable all eligible staff to make and then keep their vaccine appointments.

How to book an appointment

You can now book or change a vaccination appointment at a vaccination centre through the [Victorian Government's COVID-19 vaccine online booking system](#).

The booking system is free and easy to use to help you book at a [convenient vaccination centre](#).

Helpful resources

For more information, refer to:

- the [Victorian Government COVID-19 vaccine website](#)
- the [Commonwealth COVID-19 vaccine](#) website.

Thank you again for your hard work in keeping our school staff and communities safe.



Vaccination centres

Below is a list of the state vaccination centres. To find the nearest vaccination centre to you, visit the coronavirus.vic.gov.au website.

- Alfred Hospital
- Ararat - East Grampians Health Service
- Austin Hospital (Olivia Newton-John Cancer Centre)
- Bairnsdale City Oval
- Ballan COVID-19 Vaccination Hub
- Ballarat Mercure Hotel and Convention Centre
- Beechworth Vaccination Hub
- Bendigo Health COVID-19 Vaccination Clinic
- Box Hill Town Hall
- Bright Vaccination Hub
- Broadmeadows Town Hall
- Campbellfield Ford Complex Drive-Through Vaccination Clinic
- Castlemaine Health
- Cobram NCN Health
- Corryong Vaccination Hub
- Cranbourne Turf Club
- Deer Park - IPC Health Deer Park
- Frankston Community Vaccination Hub – Bayside Centre
- Geelong - former Ford Factory
- Heidelberg Repatriation Hospital
- Horsham Community Clinic
- Kilmore District Health - Outpatients Building
- Kyabram District Health Service
- Leongatha Community Clinic
- Lilydale Community Clinic
- Mansfield District Hospital - Anderson Hall
- Melbourne Convention and Exhibition Centre (MCEC)
- Melbourne Showgrounds
- Melton vaccination hub (drive-through)
- Melton vaccination hub (indoors)
- Mildura - Kiarivu Barracks
- Monash Medical Centre
- Mt Beauty Vaccination Hub
- Myrtleford Vaccination Hub
- Northern Hospital Epping
- Omeo Medical Centre
- Orbost Medical Centre
- Pakenham – James Bathe Community and Sports Hub
- Portland District Health
- Ringwood East Community Clinic (Braeside Avenue)
- Rosebud Hospital - Point Nepean Road
- Royal Exhibition Building
- Sale - Gippsland Regional Sports Complex
- Sandown Racecourse
- Sandown Racecourse Drive-Through Vaccination Clinic
- Sandringham Hospital
- Seymour Health
- Shepparton Showgrounds - McIntosh Centre
- South Morang - Plenty Ranges Arts and Convention Centre
- St John of God - Berwick Hospital
- Sunshine Hospital
- Traralgon Racecourse
- Wangaratta Vaccination Hub
- Warragul - The Goods Shed
- Warrnambool - South West Healthcare Vaccination Centre
- Werribee Mercy Hospital
- West Melbourne - CoHealth West Melbourne
- Wodonga Vaccination Hub
- Wonthaggi Town Hall
- Wyndham Drive-Through Vaccination Clinic
- Wyndham Indoor Vaccination Centre - Eagle Stadium
- Yarram Medical Centre

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FAQs

I work in an education setting, am I eligible to receive a vaccine?

- As part of the COVID-19 vaccination roll out, all school staff and all students aged 16 and over are now eligible to receive a COVID-19 vaccine.

Which vaccine will I receive?

- Two vaccines are being used in Australia: the Pfizer vaccine and the AstraZeneca vaccine. Both vaccines protect you against COVID-19.
- Most people 60 years and older will receive the AstraZeneca vaccine, however, if you are between the ages of 18-39 you can choose to get the AstraZeneca with informed consent.
- Victorians aged 16-59 years will be offered the Pfizer vaccine as the preferred vaccine for people under 60 years old.
- People aged 18-59 years can choose to get AstraZeneca.

I already have had one dose of the AstraZeneca vaccine, but I am now eligible for Pfizer vaccine. Can I get Pfizer for my second dose?

- People aged 18-39 who have already booked for their first vaccine dose will be offered the Pfizer COVID-19 vaccine. People may choose to receive the AstraZeneca vaccine, if they provide informed consent.
- People aged 18-39 who have already had a first dose will be offered a second dose of the same vaccine brand as their first dose.

I am on extended leave (workers comp, maternity, long service), am I still eligible?

- Yes. Employees who are on extended leave can still receive a COVID-19 vaccination.

Are staff engaged through a labour hire agency (e.g. Casual Relief Teachers) eligible for vaccination?

- Yes – staff employed through a labour hire agency, including CRTs, can have a COVID-19 vaccine.

Can I make an appointment to be vaccinated during school or work hours?

- School based employees are encouraged to make appointments at times that minimise disruption to the educational program of the school and supports for students.
- For more information about this, contact Schools People Services general HR line: 1800 641 943.

Where can I find more information about the COVID-19 vaccine?

- Information about COVID-19 vaccines can be found on the [Australian Government Department of Health](https://www.australian.gov.au/health) website and the coronavirus.vic.gov.au website.
- You may also refer to [Information for education staff receiving a COVID-19 vaccine | Coronavirus Victoria](#).

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