



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Polisi Brechlyn Coronafeirws

Coronavirus Vaccine Policy

Version	Date	Action
Version 1	April 2021	New Policy

1. Introduction

A vaccine to prevent serious health effects from coronavirus has been developed and made available to the public. The purpose of this policy is to set out information on the vaccine in an employment context and other related matters.

It is important to note that even where employees have the vaccine, there is still a chance that they may still contract and spread coronavirus, therefore all workplace risk assessments must continue to be prepared, updated and adhered to.

2. Scope

This Policy applies to all employees of the Council with the exception of those employed by schools operating under fully delegated personnel powers.

3. Vaccine status

Individual opinions on vaccines can vary greatly and we appreciate that having a vaccine is generally a personal choice, sometimes dictated by personal circumstances such as health or religion. The Welsh Government has not made the taking of the vaccine mandatory and therefore it remains a voluntary exercise.

4. Our stance

As an employer, we have a duty to ensure the safety of our employees. In addition, the Health and Safety at Work etc Act 1974 requires employers to take all reasonably practicable steps to ensure the health, safety and welfare at work of all their workers. Despite the extensive measures we have taken to ensure that our workplace and our working arrangements are, and continue to be, COVID secure, the vaccine provides a greater level of personal safety against serious illness.

Because of this, we encourage our employees to take up the opportunity to have the vaccine when it is offered to them.

Employees in some services areas, eg social care have been offered the vaccine due to the role they undertake. This policy applies in these circumstances also.

Further information for this group of employees is available on the Public Health Wales website which can be accessed [here](#).

We expect our employees to be treated with dignity and respect by their colleagues in relation to their decision over the vaccine. The organisation will not accept any bullying or harassment, or other unwanted behaviour, against an employee because of their decision.

5. Making an informed decision

It is normal that some of our employees may have concerns about having the vaccine. We encourage all of our workforce to make an informed decision by paying attention to official information sources such as Public Health Wales. We would ask our employees to check the source of any information they read about the vaccine as we are aware that there is a certain amount of uncertified information available.

Click [here](#) for coronavirus vaccine information on Public Health Wales.

6. Having the vaccine

The current Welsh Government strategy for vaccinating the population is formulated on a priority basis according to age, industry sector and vulnerable status. Employees will receive notification of their vaccine appointment which may be at their normal GP surgery or at one of the mass vaccination centres set up specifically for this purpose. The vaccine is offered free of charge. It is currently administered in two doses, to be provided at separate appointments.

Please note that Public Health Wales will never ask for bank details when they contact you with a vaccination appointment. So please be aware of fraudulent emails/texts/letters attempting to gain this information as they are scams.

7. Time off for vaccination appointment

Employees should notify their line manager or supervisor of their appointment time on each occasion, giving as much notice as possible if time off work is needed. Employees must provide either written evidence or a text message confirming the appointment date and time to their manager.

Employees are entitled to paid time off to attend a vaccination appointment.

8. Vaccine-related absence

Employees will be paid their normal rate of pay if they are off sick with vaccine side effects and vaccine-related absences will not be counted for the purposes of managing sickness absence.

9. Employees concerned about being vaccinated

If any employee is concerned about being vaccinated they should contact their GP in the first instance. If the employee is in a role where the vaccination is offered to them, they should speak to their line manager in the first instance to explain their concerns. When dealing with this, it is important that line managers are sensitive to concerns and aware that some employees may have health concerns eg allergies. Or, some

people may be protected from discrimination under the Equality Act 2010, for example, where an employee is pregnant.

10. Policy Review

This Policy will be reviewed regularly in light of changes to advice and guidance issued by Public Health Wales and legislative changes.