**Insert your logo here**

**CORONAVIRUS VACCINE POLICY**

1. **Purpose and Scope**

The Scottish Government is currently rolling out its national COVID-19 vaccination programme. This policy reiterates our commitment to supporting you to access this**.**

Vaccinations are being administered according to a priority list at different designated locations.

This policy applies to all employees, workers, and volunteers. It applies to both the first and second vaccination for COVID-19.

1. **Your Data**

Information related to your health is special category data, which needs more protection because it is sensitive. Line managers **[if appropriate insert ‘and the HR team’]** will process any personal data collected in accordance with our data protection policy **[insert a link to your policy].**

We record the date that you received your vaccinations. This information will be held securely on **[insert where the data will be stored e.g., the HR management system]** and allow us to achieve an overview of protection across the organisation to fulfil our duty of care to our staff and revise service protocols appropriately. Only your direct managers and the HR Team **[amend as appropriate, however be careful to ensure the data is not shared inappropriately or too widely]** have access to this information and will not be shared with any other third party.

This information will only be retained for as long as is it is accurate and necessary to maintain our duty of care to all staff, workers, volunteers, and those we support. Full details can be found in the **[insert your organisation name]** Data Protection Policy and Employee Privacy Notice.

1. **What you need to be aware of**

We would encourage all employees take the opportunity to be vaccinated against coronavirus when they are eligible to do so. We understand that this is ultimately your choice, and below are some recommendations to help you make an informed decision:

* reading up about COVID-19 vaccinations via official health sources;
* paying attention to the information the NHS provides when offering a vaccine; and
* being wary of misinformation around COVID-19 vaccinations put out by unreliable sources.

We recognise that the subject of the COVID-19 vaccination programme can lead to the expression of strong opinions. Employees are reminded to remain compassionate, responsible, and respectful when communicating with their colleagues in relation to vaccinations.

The harassment or intimidation of colleagues because of their views or individual circumstances will not be tolerated. Any employee who is offended by, or concerned about, a colleague's behaviour in this regard should raise the matter with management in the first instance.

We encourage employees who are not registered with a GP to do so as soon as they can.

1. **How it works**

Please inform your manager of the date of your appointment as soon as possible, even where this falls out with working hours.

Employees are able to take reasonable paid time off to attend COVID-19 vaccination appointments where this falls within normal working time, as detailed in **[insert the appropriate policy title e.g., the Absence Management and Sick Pay policy].**

Where this is the case, please contact your manager in advance to advise that you would like to take time off for this purpose and to obtain approval, giving as much notice as you can.

Where possible, employees must provide evidence of their appointment(s) to their line manager.

Following a vaccination, employees should be able to resume their normal activities, including working, as long as they feel well and should return to work soon as they can after their vaccination appointment.

However, employees who are unwell after receiving a coronavirus vaccination should take sickness absence in the usual way and notify their line manager by telephone as soon as reasonably practicable, in line with **[insert the appropriate policy title e.g., the Absence Management and Sick Pay policy]**. We would request that following your appointment you inform your line manager that you have received a vaccination for COVID -19, **even if** you have already advised them of the date you were due to get this. This will ensure that the information we have is accurate. Your information will be recorded and processed as outlined in section 2 of this policy.

1. **New Employees or Employees with a role in another organisation**

If you have either received, or have an appointment for, a vaccination prior to joining **[insert your organisation’s details here]**, or through your work with another organisation, please inform your line manager of the dates, as soon as possible.

**Further information**

Information on the arrangements for the COVID-19 vaccination programme in Scotland are available at:

[www.nhsinform.scot/healthy-living/immunisation/vaccines/coronavirus-covid-19-vaccine](http://www.nhsinform.scot/healthy-living/immunisation/vaccines/coronavirus-covid-19-vaccine)