



From: P&C Central pccentral@coles.com.au  
Subject: ACTION REQUIRED COVID-19 Vaccination status
Date: 15 October 2021 at 4:06 pm
To: tess11-2@hotmail.com
Cc: coles.0662.manager@coles.com.au

Dear Theresa,

Thank you for your time on the phone today.

Coles confirms that the COVID-19 Mandatory Vaccination (Workers) Directions (**Victorian Government Directions**) have extended the timeframe for retail workers to receive the first COVID-19 vaccine from Friday 15 October 2021 to Friday 22 October 2021.

In accordance with the Victorian Government Directions, as a retail worker, you must have **by Friday 15 October 2021 (today)**:

- *Have received a COVID-19 vaccination (at least first dose); OR*
- *Have an appointment booked to be vaccinated on or before 22 October 2021 and have updated your status in myhub to 'planned'; OR*
- *Have submitted a 'VIC Medical Contraindication Form', signed by your treating practitioner to your Store Manager for approval by management and P&C (**attached**).*

From **Friday 22 October 2021** you must:

- *Have at least 1 dose of a COVID-19 vaccine; OR*
- *Have submitted a 'VIC Medical Contraindication Form', signed by your treating practitioner to your Store Manager for approval (**attached**).*

ACTION REQUIRED:

In order to comply with the Victorian Government Directions, **you must:**

- *As soon as possible, book to receive your COVID-19 vaccination by no later than Friday 22 October 2021 **AND** update your vaccination status in myhub to "planned".*

If you **already received** your first or second COVID-19 vaccination:

- *As soon as possible, have update your vaccination status in myhub by logging into mycoles.com.au.*

Alternatively, if you have a **medical exemption**:

- *As soon as possible, provide the **attached** 'VIC Medical Contraindication Form' completed by your Treating Practitioner and submit this to your Store Manager for approval by management and P&C.*

If this action is not taken as of today, **Friday 15 October 2021**, in accordance with these Victorian Government Directions, you will not be able to attend for work and you will not be offered any further shifts until such time that you do comply.

If you have any questions in relation to this email, please speak to your manager at your store.

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We look forward to working with you to comply with the Victorian Government Directions.

Kind Regards,

Liz

Coles People & Culture

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COVID-19 Vaccine: Medical Contraindication Form (VIC)

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