

Coronavirus Vaccine Policy

Introduction

The purpose of this policy is to set out the College's stance on the vaccine made available to the public to prevent serious health effects from coronavirus, as it affects our College community and the related rights of our employees and students. The coronavirus vaccine, which gives outstanding protection against the virus, has been approved on the basis of largescale studies of safety and effectiveness. Taking the vaccine is voluntary and a very small number of people may be unable to have the vaccine for medical reasons. If individuals have any questions or concerns about taking the vaccine, information and support is available from the NHS website and their GP. To find out more, please read the Further Information section below.

Wadham's stance

As an employer, we have a duty to ensure the safety of our employees and the wider College community. The Health and Safety at Work Act 1974 requires employers to take all reasonably practicable steps to ensure the health, safety and welfare at work of all their workers. Individual members of staff, students and visitors also have a duty to take reasonable care to ensure they do not endanger themselves or anyone else affected by their acts or omissions.

We have taken extensive measures to ensure that our College is COVID secure, and the COVID-19 vaccine is a critical weapon in our armoury. It provides a very high level of protection against infection and serious illness and it reduces the ability of the virus to spread. We therefore strongly recommend that all members of our community take the vaccine when it is offered, unless they have a medical reason not to. The NHS has confirmed that the COVID-19 vaccine is safe and effective. All vaccines approved for use in the UK have met strict standards of safety, quality and effectiveness.

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

Having the Vaccine

Employees: Please attempt to secure the appointment outside of your normal working hours or as close to the start or the end of the working day as possible. If your appointment is during working hours, please give as much notice as possible, and provide written evidence of the appointment date and time to your line manager. Time taken off work to attend the appointment will be paid.

Students: Please discuss with your tutors if your vaccine appointment falls during term-time and is likely to coincide with an academic engagement such as a tutorial.

Casual workers: Please attempt to secure the appointment outside of any agreed working hours where possible. If your appointment is during working hours, please give as much notice as possible to your line manager. Time taken off work to attend the appointment will be paid.

Reporting and Records

Once you have received a vaccination, please email the relevant office below with your name, date and evidence that you have had the vaccination, such as an appointment card or vaccine card:

- Non-Academic staff and casual workers should contact the HR Department: human.resources@wadham.ox.ac.uk
- Academic staff and students should contact the Academic Office: admin@wadham.ox.ac.uk

Please contact the relevant office for advice if you would prefer to forward information about your vaccination in a different way.

Skeletal details of your vaccinations will be kept securely by the relevant office for up to 12 months. This timescale will be reviewed again by 31 December 2021, taking into account the impact of the COVID-19 pandemic and HSE and Government advice at that time.

These vaccine records will be used to assess the risks at Wadham College sites and what measures may be needed to ensure the safety of Wadham employees, students and the wider college community. It is important for the College to be able to identify those people who have not had a COVID-19 vaccination, for medical or other reasons, and who are therefore at higher risk and may potentially put others at higher risk. The College will have sensitive conversations with people who have not had a vaccine, or provided any details, to identify individual risk and whether to introduce any safety measures on site, taking into account latest government and professional body advice.

Further information

Further information about COVID-19 vaccinations can be found at: [NHS COVID-19 vaccine](#) and [Government COVID-19 vaccine guide](#)

Wadham College takes individuals' privacy seriously. Wadham's policies in compliance with the General Data Protection Regulation (GDPR) can be found at <https://www.wadham.ox.ac.uk/governance/wadham-college-gdpr-framework>