## Client COVID Vaccination status – template letter

**Instructions**

On company letterhead, or alternatively this correspondence could be sent via email.

This correspondence can be used if your business requires clients, and their employees, representatives or agents, to evidence their COVID-19 vaccination status so as to attend your premises for any reason.

Customise this template to your company’s specific requirements.

This correspondence should be read in conjunction, and applied with, any relevant company policies and processes.

[*insert client details*]

[*insert date*]

Dear [*insert customer name*],

**COVID-19 vaccination status**

For over the last year and half the COVID-19 virus has had significant impacts on the lives of all Australians and the business community. The issues and effects of COVID-19 remain within the community, continue to evolve and will remain a societal and workplace issue for some time to come.

[*insert your company name*] has and continues to undertake consistent and appropriate steps to protect the health, safety and wellbeing of our people, our clients, and our operations. This includes observing and complying with government health regulations and directions, including any authorised worker related COVID-19 vaccination requirements, and the implementation of COVID-Safe plans.

For these reasons [*insert your company name*] currently requires all clients, suppliers, contractors, sub-contractors or other service providers that enter our premises to provide evidence of their COVID-19 vaccination status, and that is viewed by a staff member of this company before or upon entering our premises. To ensure compliance with privacy laws, [*insert your company name*] will only sight such evidence and not keep a record of it.

[*Additionally, and if relevant and applicable to your state jurisdiction or workplace practice* - This requirement can be done in conjunction with our QR code check in requirement, or providing such proof prior to entry to our premises.]

Of course [*insert your company name*] is more than happy to continue our dealings and undertakings with you via telephone, video or another suitable platform if you prefer.

Please feel free to contact the undersigned should you have any concerns or queries over the position that [*insert your company’s name*] has taken on this issue.

Yours faithfully,

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*Position: [Signed by appropriate officer]*

*Date:*