



## Tract's Office Entry Policy

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To welcome you safely each time you visit any of our offices, we require you to have at least two COVID-19 vaccinations.

This decision has been based on public health advice and to make sure we are doing everything we can to keep you and the Tract team as safe as possible.

### When visiting our offices please

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- Check in using our unique QR Code
- Sanitise on entry
- Be prepared to show a Tract team member your vaccination status on entry (via your vaccination certificate – available from MyGov and Medicare)
- Wear a mask at all times (when required by Tract or public health directions)
- Continue to socially distance
- Attend virtually if you are unwell or have any symptoms (no matter how mild)

Should you have a medical exemption, we want to make sure we keep you and the team safe, and therefore respectfully ask you attend meetings virtually or at an alternative location to Tract premises.

Your privacy is important. To protect your privacy, we will not be storing any of your vaccination information or asking you to send this information before your arrival. We will simply be ready to greet you and support your entrance to Tract as you arrive.

If you are unsure or have any questions relating to the above policy, please don't hesitate to reach out to your Tract contact or our HR Manager, Lisa Martin – [LMartin@tract.net.au](mailto:LMartin@tract.net.au) / 03 9429 6133.

**We look forward to seeing you soon.**