

TEMPLATE LETTER for eligible staff to access COVID vaccine [to be put on service letterhead]

**EMPLOYEE SUPPORTING A CHILD WITH AN UNDERLYING MEDICAL CONDITION  
OR SIGNIFICANT DISABILITY IN AN ECEC SERVICE**

Dear vaccine provider

**CONFIRMATION OF EMPLOYEE ELIGIBILITY FOR COVID-19 VACCINATION**

I write to confirm that that the employee presenting this letter is employed by [insert name of ECEC service].

According to advice I have received from the Victorian Department of Education and Training, educators, carers and support employees in early childhood care and education (ECEC) are eligible to receive a COVID-19 vaccine at state-run vaccination centres if they work directly with children (within 1.5 metres of students for more than 15 minutes) living with a specified underlying medical condition or significant disability.

Please find attached supporting information from the Victorian Department of Health.

Kind regards

[Service Director/manager and signature]

[ECEC Service]

[Date]

Employee supporting a child with an underlying medical condition or significant disability in a ECEC service

Dear vaccine provider,

**CONFIRMATION OF EMPLOYEE ELIGIBILITY FOR COVID-19 VACCINATION**

I can confirm that the employee presenting this letter is employed by *[insert name of ECEC service]*.

According to advice I have received from the Victorian Department of Education and Training, educators, carers and support employees in early childhood care and education (ECEC) are eligible to receive a COVID-19 vaccine at state-run vaccination centres if they work directly with children (within 1.5 metres of students for more than 15 minutes) living with a specified underlying medical condition or significant disability.

Please find attached supporting information from the Victorian Department of Health.

Kind regards,

*[Service Director/manager and signature]*

*[ECEC service name]*

*[Date]*