

Vaccination Policy

October 2021

The Government is continuing to roll out its national COVID-19 vaccination programme. We have introduced this policy to provide information to colleagues and will update this policy as the vaccination programme evolves.

COVID-19 vaccination programme

Vaccinations are free of charge on the NHS. They are being administered according to a priority list at vaccination centres, including some hospitals, sports stadiums, conference centres and GP surgeries.

At team Hendy, we encourage colleagues who are not registered with a GP to do so as soon as they can. You can see government guidance on [How to register with a GP surgery online](#).

We ask that, when a coronavirus vaccination becomes available to you, you take the opportunity to be vaccinated.

If you are aged 16 or above, you can book a vaccination directly by following this link.

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/>

Further information

You can find further information on the national COVID-19 vaccination programme at [Immunisation - GOV.UK \(www.gov.uk\)](#).

This includes details of:

- The priority list for vaccination;
- Vaccination of specific groups, such as pregnant individuals and older people;
- What to expect after your vaccination, including guidance on returning to normal activities;
- Who can get a vaccination
- The safety and effectiveness of being vaccinated; and
- What to expect after your vaccination including potential side effects

In addition, information on local arrangements in England are available at [COVID-19 vaccination programme \(england.nhs.uk\)](#).

Time off for vaccination appointments

You can take paid time off to attend COVID-19 vaccination appointments.

We ask that you get approval from your manager in advance of taking time off to attend a COVID-19 vaccination appointment, giving them as much notice as you can.

It's all about you.

Managers may, at their discretion, ask you to produce evidence of your appointment for example an appointment card or email/text inviting you to a COVID-19 vaccination appointment.

Return to work following vaccination appointments

Following a vaccination, you should be able to resume your normal activities, including work, as long as you feel well.

This means that you should return to work as soon as you can after your vaccination appointment.

However, if you are unwell after receiving a coronavirus vaccination, you should take sickness absence in the usual way in line with our sickness absence policy.

We encourage all our colleagues to be vaccinated to safeguard one another and our customers.

If you have now been fully vaccinated (14 days after the second dose for two-dose vaccines), but you are identified as a close contact with someone with COVID-19, we ask you to arrange a PCR test and remain isolated until your result is in. This isolation period while awaiting your result will be treated as paid leave. If your results are negative, then you should return to work.

You can also download an NHS app which will show your vaccination dates, this app is separate to the track and trace app.

Please see our COVID-19 Self-Isolation & Absence Policy for further information, which can be found on the intranet or on the communications hub.