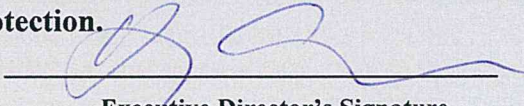


<b>PERSONNEL MANUAL</b>	<b>CHAPTER 5: OCCUPATIONAL HEALTH AND SAFETY</b>
<b>SECTION 5.20G Infection Prevention and Control Strategy: COVID-19 Vaccinations and Mandatory Testing</b>  <b>Effective: Sep. 7, 2021</b>	<b>Related Legislations/Policies: Health Protection and Promotions Act - Directive #6, Hiring/Conditions of Employment/Continued employment, Progressive Discipline, Accommodation, Personal Information Protection.</b>  <b>Executive Director's Signature</b>

### **POLICY**

The health and safety of CHIRS staff and clients is a top priority for the agency. CHIRS is committed to taking every reasonable precaution for the protection of workers and clients from COVID-19. Full vaccination has been shown to be effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 and COVID-19 variants. Due to the vulnerable nature of the clients who receive CHIRS' services and the potential exposure in the community, CHIRS strongly recommends that all eligible employees receive COVID-19 vaccination unless it is medically contraindicated.

To further the goal of minimizing the impact of COVID-19 at CHIRS and in accordance with the Chief Medical Officer of Health's (CMOH) directive #6, all who fall under the scope of this policy are required to provide one of the following:

#### **Vaccinated:**

1. Proof of COVID-19 vaccine administration as per the following requirement:
  - a. If the individual has received only the first dose of a two-dose COVID-19 vaccination series approved in Canada, proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose; **or**
  - b. Proof of all required doses of a COVID-19 vaccine approved in Canada.

#### **Non-vaccinated:**

2. Written proof of a medical reason, provided by either a physician or nurse practitioner, that sets out:
  - a. A documented reason for not being fully vaccinated against COVID-19; **and**
  - b. The effective timeframe for the medical reason (i.e. permanent or time-limited).
3. Proof that the individual has completed an educational program (refer to Definitions section) approved and provided by CHIRS.

Those who elect not to provide proof as outlined in section 1 above, or who rely on section 2 or 3, are required to perform COVID-19 testing and provide verification of a COVID-19 test result every seven (7) days. Individuals who are partially vaccinated will be required to meet this testing requirement until they are fully vaccinated (refer to Definitions section). CHIRS reserves the right to change the frequency of testing based on further directives, increases in COVID-19 cases in the community, outbreaks at CHIRS, or other identified risk factors.



Employees who do not provide test results or who refuse to be tested within the directed timeframes will not be permitted to work on site, in the community, or remotely and will be subject to progressive discipline up to and including termination for cause.

CHIRS has set a requirement that all new employees hired and all students and volunteers seeking placement as of the effective date of this policy must be fully vaccinated. Proof of vaccination will be a condition of the job and/or placement offer.

## **PURPOSE**

To outline CHIRS policy and protocols based on provincially mandated directives for those who have received vaccination against COVID-19 and those who have not been vaccinated.

## **SCOPE**

Applies to all employees, students, volunteers, contractors (who come onto a CHIRS site), and visitors.

## **DEFINITIONS**

**COVID-19** is an acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions.

### **Accepted COVID-19 vaccines in Canada:**

- Pfizer-BioNTech (Comirnaty, tozinameran, BNT 162b2)
- Moderna (mRNA-1273)
- AstraZeneca/COVISHIELD (ChAdOx1-S, Vaxzevria, AZD 1222)
- Janssen/Johnson & Johnson (Ad26.COV2.S)

**Full vaccinated** status refers to those who have received all required doses of any accepted vaccine and the 14-day period after the 2<sup>nd</sup> dose has passed.

**Valid Medical Exemption** (as per the CMOH directive) are as follows:

- History of severe allergic reaction (e.g., anaphylaxis) after previous administration of a COVID-19 vaccine or a known severe allergic reaction (e.g., anaphylaxis) to a component of a COVID-19 vaccine. Individuals with a history of allergy not related to a component of authorized COVID-19 vaccines or other injectable therapy (e.g. foods, oral drugs, insect venom or environmental allergens) can receive COVID-19 vaccines without any special precautions.
- Those who developed myocarditis or pericarditis following the first dose of an mRNA COVID-19 vaccine should not receive a second dose of mRNA COVID-19 vaccine until more information is available.

The following people should not receive the AstraZeneca /COVISHIELD COVID-19 vaccine, but can safely receive an mRNA vaccine (Pfizer-BioNTech or Moderna):

- Those with history of venous or arterial thrombosis with thrombocytopenia;
- Those with history of capillary leak syndrome;

**CHIRS-approved education program includes the following learning components:**

- a. How COVID-19 vaccines work;
- b. Vaccine safety related to the development of COVID-19 vaccines;
- c. The benefits of vaccinations against COVID-19;
- d. The risks of not being vaccinated against COVID-19;
- e. The possible side effects of COVID-19 vaccinations.

**Rapid Antigen screening test** is a test that is used for screening purposes only and should not be used for the diagnosis of acute COVID-19 infection (those showing symptoms). Testing does not prevent an individual from getting COVID-19. This type of testing does not require shipping a specimen to a laboratory for processing; results are produced within 15 to 20 minutes.

**Polymerase Chain Reaction (PCR)** with a nasopharyngeal (NP) swab is a test used to diagnose COVID-19. This test must be completed for individuals who are experiencing symptoms consistent with COVID-19 or those who have been identified as a close contact with a person who has tested positive for COVID-19.

**RESPONSIBILITIES**

**Employees are responsible for:**

- Ensuring that they have read and understand the expectations outlined in this policy and for seeking clarification as needed;
- Adhering to the Chief Medical Officer of Health's (CMOH) directive and requirements as outlined in this policy;
- Providing proof of vaccination to the Human Resources Manager **or** providing proof of a negative test result on a weekly basis via email to their designated Supervisor and department Manager;
- Submitting a written request to their supervisor if they are requesting support to be vaccinated;
- Following agency COVID-19 protocols in the event that any test produces a positive result;
- Completing a vaccination status verification form and forwarding it, along with the required medical documentation, to Human Resources Manager as indicated if not vaccinated due to a valid medical reason (as per the definition provided);
- For those who require testing, scheduling and attending testing appointments on their own time and at their own expense (in the event that they elect for testing that has an associated cost);
- Ensuring that weekly tests are scheduled to allow adequate time to receive and submit test results (can vary based on type of test; refer to testing section) within the directed timeframe.

**Supervisors are responsible for:**

- Ensuring that the employees under their direction have reviewed the policy and have been provided with the opportunity to ask questions to facilitate their understanding of the outlined expectations;
- Reviewing weekly employee COVID-19 test results for verifying adherence to testing protocols (for those who require testing as per the CMOH directive);
- Forwarding confirmation of weekly test results to the designated Manager for data entry into the central COVID-19 test tracking report;
- Updating departmental Manager on non-adherence with respect to testing requirements and participating in follow-up as determined;
- Coordinating the coverage of shifts in the event that employees are absent from work due to non-adherence;



- Ensuring that visitors to their site provide vaccination status and verification documentation, and/or test results up to seven (7) days prior to the onsite visit.
- Reviewing employee requests for vaccination support and providing a response within a timely manner.

**Volunteer Coordinator is responsible for:**

- Ensuring that all new students and volunteers have submitted proof of vaccination prior to commencing their placements;
- Forwarding proof of vaccination to the Human Resources Manager.

**Managers are responsible for:**

- Following up on non-adherence with respect to testing requirements;
- Updating the centralized test tracking report on the Senior Management SharePoint site;
- Meeting with employees who fail to adhere to test requirements to review expectations and determining any further course of action;
- Determining the departmental process for collection/storing vaccination status or testing results of visitors.

**General Manager together with the Manager of Operations is responsible for:**

- Collecting and tracking contractor vaccination status and verification documentation, and/or medical exemption notes and COVID-19 tests results.

**Human Resources Manager is responsible for:**

- Collecting and tracking employee vaccination status and verification documentation and/or medical exemption notes;
- Sharing employee vaccination status with Supervisors and Managers so that testing requirements for those under their direction can be determined;
- Providing consultation to Managers and Supervisors with respect to progressive discipline regarding testing non-compliance.

**Executive Director in conjunction with Managers/Directors is responsible for:**

- Making decisions regarding terminations for employees who fail to adhere to the requirements of this policy.

**PROCEDURES**

**Communication**

This policy will be communicated to all employees, contractors, students, and volunteers in either hard copy or electronic format. It will also be made available to all clients, families, and their Substitute-Decision Makers.

**Support for Vaccination**

In support of CHIRS' recommendation that all employees who are able to do so be vaccinated, the following may be provided to promote increasing the number of vaccinated CHIRS employees;

1. Paid time off to attend a vaccine appointment;
2. Assistance with booking a vaccine appointment.

### **COVID-19 Testing and Submission of Results**

Testing will be required **every 7 days** (frequency subject to change) for those individuals who are not fully vaccinated or who have not provided proof of vaccination. Contractors and visitors who attend the premise for single visits and are not fully vaccinated or have not submitted proof of vaccination are required to provide proof of a negative COVID-19 test result from any time within seven (7) days prior to the visit.

Individuals can elect to do the **Rapid Antigen screening test** or the **Polymerase Chain Reaction (PCR)** with a nasopharyngeal (NP) swab test if they are asymptomatic. Those who present with symptoms consistent with COVID-19 must complete a PCR test.

Rapid Antigen screening tests take 15 to 20 minutes to yield results. These tests are available at many local pharmacies.

PCR NP swab tests take between 24 to 48 hours to yield results. These tests are available throughout the Greater Toronto area. Processing timeframes may vary depending on the capacity of the labs.

### **Test Results Interpretation**

#### ***Rapid Antigen Test Results***

1. A positive test result after the Rapid Antigen screening is considered a “preliminary positive” and **must be reported to CHIRS** as part of the tracking and reporting requirement.
2. All “preliminary positive” results require a PCR confirmation test at a licenced testing centre within the same day.
3. Individuals who receive a “preliminary positive” result will not be permitted to be on site or provide support in the community until they provide proof of a negative PCR test. At CHIRS discretion, those staff waiting for PCR test results may be approved to use agency entitlements or work remotely until PCR test results are available. If the PCR test produces a negative result, the individual will be permitted on site and to resume community support. PCR tests that yield a positive result will follow the process outlined in the PCR test result section below.

#### ***Polymerase Chain Reaction (PCR) Test Results***

1. A positive test result from a PCR test is confirmation of a positive COVID-19 case.
2. Employees who test positive for COVID-19 must follow all agency and Public Health directives prior to returning to work.
3. In these cases, employees may be eligible to use their agency entitlements to cover the missed time from work. If employees do not have any agency entitlements or do not have any remaining entitlements, they may be eligible to apply for EI benefits, subject to approval by Service Canada.

### **Cost and Time for screening testing**

Employees who require testing as per the CMOH directive will need to do so on their own time. Any cost associated with testing will be at the employee's expense.

### **Non-Adherence to Testing Requirements**

1. Failure to undergo testing and/or submit test results within the directed timeframe or failure to provide substantiation that is acceptable to CHIRS will result in the following;
  - a. Employees will not be permitted to work on site, in the community, or remotely until they



provide the test results within the required timeframes. Any missed shifts/hours of work will be unpaid;

- b. Disciplinary action, up to and including termination for cause, will be at the discretion of CHIRS.

### **Statistical and Individual Information**

1. As per the CMOH directive, CHIRS will collect, maintain and disclose statistical (non-identifiable) information as follows:
  - a. The number of employees, contractors, students and volunteers that provided proof of being fully vaccinated;
  - b. The number of employees, contractors, students, and volunteers that provided a documented medical reason for not being fully vaccinated;
  - c. The number of employees, contractors, students, and volunteers that completed an educational session covering the benefits of COVID-19 vaccination as an alternative to (a) or (b);
  - d. The total number of employees, contractors, students, and volunteers to whom this directive applies.
2. Upon request of the Office of the Chief Medical Officer of Health (OCMOH), CHIRS will disclose the statistical information to the Ministry of Health in the manner and within the timeframe specified in the request. The information outlined above may be included for the Ministry of Health and could be shared to the general public, should the Ministry elect to do so.
3. CHIRS will not provide any identifying information to the Ministry of Health regarding employees, contractor, students and/or volunteers or families unless compelled to do so by law. (i.e. in the event of an outbreak, for contact tracing purposes, etc.).
4. Individual testing results will be tracked and recorded as part of the mandatory data collection and reporting requirement under this directive. Results will be shared internally as needed in order to determine staffing schedules and identify individuals who are approved to be on site.
5. Individual personal health information will be kept confidential and shared only with those required to know in order to fulfil their responsibilities of this policy.

### **RELEVANT FORMS**

COVID-19 Vaccination status verification  
Ministry of Health vaccination receipts  
COVID-19 test results