

PERSONNEL MANUAL	CHAPTER 5: OCCUPATIONAL HEALTH AND SAFETY
SECTION 5.20H Infection Prevention and Control Strategy: COVID-19 Mandatory Vaccination Effective: Nov. 15, 2021	Related Legislations/Policies: Health Protection and Promotions Act-Directive #6, Hiring/Conditions of Employment/Continued Employment, Progressive Discipline, Accommodation, Personal Information Protection. <i>Original signed</i> <hr/> Executive Director's Signature

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 in 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, all employees, students and volunteers are required to be fully vaccinated against COVID-19 by Jan. 31, 2022. The sole exemption to this requirement is set out under the heading below, entitled "Accommodation in accordance with the Ontario Human Rights Code".

Proof of Vaccination and Due Dates:

Written proof of vaccination is required from all employees, students and volunteers.

Those who have not already done so are required to disclose their vaccination status and provide proof of vaccination (if fully vaccinated) by Nov. 25, 2021.

Employees who have not received both vaccine doses or a single dose in a two-dose series by Nov. 25, 2021 will be required to complete a mandatory education training about COVID-19 vaccinations.

Employees who receive a first (1st) or second (2nd) dose are required to provide proof of vaccination receipt(s) no later than five (5) days after each dose.

For a two dose vaccine series, employees must receive the first (1st) dose of COVID-19 vaccine no later than Dec. 15, 2021 and the second (2nd) dose no later than Jan.15, 2022. For a single dose vaccine, (e.g. Johnson and Johnson), employees must receive the dose by Dec. 15, 2021.

Employees must complete and submit CHIRS' *COVID-19 Vaccination Status Verification* form to Human Resources no later than two (2) days after the fourteen (14) days subsequent to receiving their last dose; this will serve as verification that they are fully vaccinated.

Accommodation in accordance with the Ontario Human Rights Code (CODE) and Due Dates:

Employees seeking an exemption for a reason related to a protected ground under the CODE are required to submit written proof of the need for accommodation to Human Resources by Dec. 15,

2021. If the exemption is for a valid medical reason (as per the definition provided), the employee must provide written proof via the completion of CHIRS' *Statement of Medical Exemption* by either a registered physician or Nurse Practitioner, for not being vaccinated against COVID-19 to Human Resources by Dec. 15, 2021.

Employees who: do not provide proof of COVID-19 vaccination, have not been vaccinated, are in the process of obtaining their vaccines, or have applied for an accommodation exemption must continue to comply with the testing protocols/test result submission timeframes as per Personnel Policy 5.20G *Infection Prevention and Control Strategy: COVID-19 Vaccinations and Mandatory Testing*.

PURPOSE

To outline the requirement, timeframes and documentation for providing proof of full vaccination against COVID-19 and for exemptions under the CODE.

SCOPE

Applies to all employees, students, and volunteers*

*As per the requirement set out in *Personnel Policy 5.20G Infection Prevention and Control Strategy: COVID-19 Vaccination and Mandatory Testing*, all employees, students and volunteers hired/placed as of Sep. 7, 2021 were required to provide proof of full vaccination as a condition of employment and/or placement at the time of hire/placement. As such, the directed timeframes in this policy do not apply.

DEFINITIONS

Employee refers to any individual who is on the CHIRS payroll. This includes employees on approved job protected leaves.

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)

Fully vaccinated status refers to those who have received all required doses of any vaccine accepted in Canada and the fourteen (14) day period after the last dose has passed.

Proof of Vaccination refers to documentation verifying receipt of a vaccination series approved by Health Canada plus submission of the completed CHIRS *COVID-19 Vaccination Status Verification* form no later than two (2) days after the fourteen (14) days subsequent to receiving their last vaccine dose.

Valid Medical Exemption (as per the Chief Medical Officer of Health [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.

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 requirements and timeframes as outlined in this policy;
- Submitting a written request to their supervisor if they are requesting support to be vaccinated;
- Meeting the vaccination deadline by scheduling vaccine appointments to allow for the required time between doses and for the fourteen (14) day waiting period following the last dose;
- Providing proof of vaccination or exemptions to the Human Resources Manager within the directed timeframes.

Supervisors are responsible for:

- Ensuring that employees under their direction have reviewed the policy and have been provided with the opportunity to ask questions to facilitate their understanding of the expectations;
- Reviewing employee requests for vaccination support and responding in a timely manner.

Human Resources Manager is responsible for:

- Collecting and tracking employee vaccination status and verification documentation and/or exemption notes;
- Seeking legal consultation as needed to review CODE exemption requests;
- Forwarding the education link to employees who have not received their first vaccine dose by Nov. 25, 2021;
- Sharing the policy and communicating requirements to those staff on leave;
- Issuing notice of termination letters as required.

PROCEDURES

Communication

This policy will be communicated to all employees, 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 directly and/or via the agency website.

Support for Vaccination

CHIRS will provide the following supports to employees:

1. Time off to attend a vaccine appointment; (may be paid time, at CHIRS discretion)
2. Assistance with booking/scheduling vaccine appointments.

Continued Compliance with all Health and Safety Precautions

- Regardless of vaccination status, all established policies, procedures and protocols continue to remain in effect and must be followed (i.e. completing daily screening, wearing personal protective equipment (PPE), wearing face masks, maintaining appropriate physical distancing, self- monitoring of COVID-19 symptoms).
- CHIRS will continue to comply with current Ministry of Health (MOH) guidance and directives regarding COVID-19 vaccines and related applicable legislation. This may include expansion of the vaccination requirement (i.e. booster). In the event of this change, CHIRS will provide adequate notice to provide employees, volunteers and students with reasonable time to comply.

Consequences of Non-Compliance

In accordance with CHIRS personnel policies, applicable legislation, and directives, employees who do not comply with requirements as set out within this policy will be subject to progressive discipline up to and including termination for cause.

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 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 MOH in the manner and within the timeframe specified in the request. The statistical information outlined above may be disclosed by the MOH, including to the public, should the MOH elect to do so.
3. CHIRS will not disclose identifying information to the MOH regarding employees unless compelled to do so by law (i.e. in the event of an outbreak, for contact tracing purposes, etc.).
4. Individual personal health information will be kept confidential and shared only with those who are required to know in order to fulfil their responsibilities of this policy.

RELEVANT FORMS

COVID-19 Vaccination Status Verification

Ministry of Health vaccination receipts

Statement of Medical Exemption COVID-19 Immunization