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Policy:

JMCC is committed to providing a safe and healthy work environment for its staff, students and all visitors. Due to the serious health impacts of COVID-19, and the rapid spread and transmission of this disease, JMCC strongly encourages all staff, students, volunteers, contractors, and frequent visitors to the Centre to be fully vaccinated.

In response to the directives from the Ministry of Health (MOH) and the Ministry of Children Community and Social Services (MCCSS), this policy has been developed to implement an immunization disclosure procedure. This policy is subject to change, as required by MOH and MCCSS directives.

In addition, as per the *Occupational Health & Safety Act, R.S.O. 1990, c. O.1*, as an employer, JMCC must *'take every precaution reasonable'* to protect its workers. As part of the *Act*, staff must also *'work in compliance with the provisions of [the] Act, and [its] regulations.'*

Purpose:

To inform and advise JMCC employees of the expectations of employment, as it relates to COVID-19 immunization; and to enforce procedures for disclosure of immunization, collection of information, and potential testing requirements.

Scope: This policy applies to all JMCC staff, volunteers, students, contractors, and frequent JMCC visitors.

Definitions:

Contractor: Refers to any third party or person not employed by JMCC, that is providing services in Centre (i.e. Family & Community Consultant)

COVID-19: A mild to severe respiratory illness that is caused by a coronavirus (*Severe acute respiratory syndrome coronavirus 2* of the genus *Betacoronavirus*). It is transmitted chiefly by contact with infectious material (such as respiratory droplets) or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure
(<https://www.merriam-webster.com/dictionary/COVID-19>)

Formal Written Medical Documentation: Written proof of a medical reason or diagnosis, provided by a physician or registered nurse in the extended class that sets out: (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time period for the medical reason.

Frequent Visitors: Professionals delivering services in the Centre on a regular basis (such as doctors). This does not include clients and families receiving services.

Proof of Vaccination: Refers to the original hardcopy or emailed receipt, received from the Health Unit, following completion of vaccination dosage(s).

Volunteers: Includes any individual that has submitted an application to be a volunteer within, or on behalf of the Centre; and has completed an orientation and/or been on-boarded as a volunteer.

Procedure:

Effective September 7, 2021, all JMCC staff, students, volunteers, contractors and frequent visitors will be required to disclose their COVID-19 vaccination status, and submit proof of vaccination to JMCC. The above noted individuals will have four (4) weeks from the date of policy implementation to disclose their status and submit proof of vaccination. The Board of Directors and Community Members will also follow this policy, along with the Immunization Policy specific to the Board.

Disclosure of such information shall be submitted to Human Resources; where it will be kept secure and confidential.

Effective September 7, 2021, any new staff hired by JMCC will be required to submit proof of vaccination as a condition of employment. (*Exemptions such as medical or religious, shall only be allowed under the Ontario Human Rights Code.*)

Exemptions:

Should staff, students, volunteers, contractors, or frequent visitors choose not to disclose their vaccination status, or choose not to be vaccinated, the following shall apply:

- Staff (and other noted individuals) will be required to provide formal written medical documentation, which exempts them from being required to be vaccinated. (*Staff with a medical condition or diagnosis will be accommodated on an individual basis*). Or,
- Staff (and other noted individuals) will be required to participate in an education program that has been approved by JMCC, as it relates to immunization and COVID-19. Completion of the education program will be done on the individuals' personal time.
 - Such education program will include: how COVID-19 vaccines work; vaccine safety related to the development of the COVID-19 vaccines; the benefits of vaccination against COVID-19; risks of not being vaccinated against COVID-19; and possible side effects of COVID-19 vaccination.
 - Staff (and other noted individuals) will be required to submit proof of the completed education program; by signing an attestation.

Should either of the above apply, staff, volunteers, students, contractors and frequent visitors will be required to undergo COVID-19 Rapid Antigen Testing (RAT).

- RAT testing will be administered by the Director of Client Services (or designate).
- Staff and students who are unvaccinated will be required to be tested. (Refer to the RAT procedure for further details).
- Volunteers, contractors and frequent visitors will be tested each visit to the Centre (assuming they are not here 5 days a week).

- Staff and students will be required to arrive 10 minutes before their scheduled shift, in order to complete the RAT. While awaiting the testing result, staff may wait in the building at their desk, wearing full PPE; and will not initiate care until a negative result is received.
 - Should a negative result be received, staff may continue to remain in the building, and carry out their work.
 - Should a positive or undetermined result be received, staff will be required to leave the building immediately, and schedule a lab-based test at an assessment centre or participating community lab.
- Fully vaccinated staff (and other noted individuals) may be subject to RAT, at the discretion of management. (I.e. – they are exhibiting symptoms, or have travelled out of the country).
- Staff (and other noted individuals) who are partially vaccinated, and have not received their second dosage, will be subject to RAT until the 2nd dose is received and 14 days have past.
- As of September 7, 2021, staff (and other noted individuals) who received their 2nd dose, but 14 days since the date of inoculation has not past, will be subject to RAT until 14 days has past.

Current health and safety protocols (such as: masks, physical distancing, and other PPE as required) will remain in place at the Centre, regardless of vaccination status.

Non- Compliance: Should any of the above noted individuals refuse to respond to the request for information, refuse to be tested, or refuse to comply with the education program, they will be denied entry in to the building. Staff and students will be sent home and contacted by Human Resources (or designate), to advise them of next steps. Staff will have the ability to utilize personal or vacation time, to account for their absence; and will have 48 hours to review educational materials related to immunization, and consult their family doctor as needed. Following the 48 hours, staff will be expected to return to work for their next scheduled shift, and comply with the above policy.

Should further non-compliance with the policy occur, staff will meet with Human Resources and be addressed on an individual basis. Staff may be subject to disciplinary action, up to and including termination. Students, volunteers, contractors, and other frequent visitors, will be asked not to attend the Centre.

Confidentiality: JMCC respects personal privacy, and safeguards confidential information and provides a secure environment for such information. The collection of any and all confidential information as it relates to this policy, will be kept with Human Resources, and secured accordingly. JMCC may be required to disclosure statistical information, as it relates to this policy, to government and other regulatory bodies, but will not disclosure any personal information.

Staff may be required to disclose similar information and/or provide proof of vaccination, when working at other locations (i.e. schools, community organizations, etc.)

Related Documents:

Infection & Safety – Prevention & Control
Infection Control (Power Point)

Health, Safety and Wellness
Privacy Program
Board Immunization Policy
Safeguarding of Confidential Information
RAT Procedure

Printed copies are for reference only. Please refer to the electronic copy for the latest version.