

**Title: COVID- Immunization Policy**

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Approver(s): <b>The Board of Directors</b>	Date Approved: August 26, 2021 Revised: <b>October 25, 2021</b>

**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 requires 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, and to require noted individuals to be vaccinated. 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, tenants, 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 Engagement Consultant, Heating & Cooling Technician)

**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.

**Title: COVID- Immunization Policy**

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.

Valid Exemption: An exemption under the Ontario Human Rights Code (*such as a medical exemption*), where sufficient evidence has been provided, JMCC's exemption form has been completed and the exemption has been approved by JMCC.

**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. Staff had four (4) weeks from the date of the original policy implementation to disclose their status and submit proof of vaccination. The Board of Directors and Community Members will follow 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. (*Valid exemptions will be permitted.*)

Vaccinated staff (and other noted individuals) may be subject to COVID-19 Rapid Antigen Testing (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 2<sup>nd</sup> dose is received and 14 days have passed. Staff who have received one dose of the COVID-19 vaccine, as of October 5, 2021, are expected to have their 2<sup>nd</sup> dose received no later than October 27, 2021.

As of September 7, 2021, staff (and other noted individuals) who received their 2<sup>nd</sup> dose, but 14 days since the date of inoculation has not passed, will be subject to RAT until 14 days has passed.

Effective October 12, 2021, staff who have not disclosed their vaccination status, or who refuse to be vaccinated, will no longer have the option to complete an education module, remain unvaccinated and undergo regular COVID-19 Rapid Antigen Testing. Staff who are unvaccinated or who have not disclosed their vaccination status will have until 11:59 pm on October 26, 2021 to receive their first dose of the COVID-19 vaccine, and submit proof of vaccination to Human Resources. Staff who have received their first dose by 11:59 pm on October 26, 2021, will continue to report to work, and will comply with the RAT procedure.

Should staff remain unvaccinated as of 12:01 am on October 27, 2021, and not have a valid exemption, they will be placed on a two- week unpaid leave of absence. Following the two-week period, should staff remain unvaccinated, they will be subject to termination of employment.

If a second dose of the COVID-19 vaccine is not received within 28 days after the first dose, and staff do not have a valid medical exemption excluding them from receiving the second dose, their employment will be subject to termination.

Effective October 12, 2021, students, volunteers, contractors and frequent visitors who have not received 2 doses of the COVID-19 vaccine, and who do not have a valid exemption, will be denied entry in to the Centre.

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

**Exemptions:**

Should staff, students, volunteers, contractors, or frequent visitors have a valid exemption under the Ontario Human Rights Code, the following shall apply:

- Staff, students and volunteers will be required to provide formal written documentation, which explicitly exempts them from being required to be vaccinated under the COVID-19 medical exemption guidelines. (*Staff with a medical condition or diagnosis will be accommodated on an individual basis*).
- Staff who have provided medical documentation for exemption, will be provided with a JMCC exemption form, and will be further required to get a statement of medical exemption completed by their physician
- Staff with an Ontario Human Rights Code exemption, will be required complete a Statement of exemption form, subject to approval by JMCC.
- Staff, students and volunteers, will be required to undergo COVID-19 Rapid Antigen Testing (RAT).
  - Refer to the RAT procedure for further details on testing requirements.

**Non- Compliance:** Should any of the above noted individuals refuse to respond to the request for information, or refuse to be tested, they will be denied entry in to the building. Should COVID-19 Rapid Antigen Testing be required, and staff fail to submit to testing requirements and procedures, staff will be subject to disciplinary action, up to and including termination.

Effective October 12, 2021, staff who have not disclosed their vaccination status, or who refuse to be vaccinated, and do not have a valid exemption, will be placed on a two - week unpaid leave of absence. Following the two-week period, should staff remain unvaccinated, they will be subject to termination of employment.

**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.

**Title: COVID- Immunization Policy**

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

Statement of Exemption Form

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