



Manual Code:	COR.0512
Subject:	Vaccinations for COVID 19
Policy Section:	Corporate
Policy Subsection:	Health & Safety
Date:	June 1, 2022

Policy Statement

TVCC is committed to maintaining optimal health and safety conditions to protect clients and employees. Given the vulnerabilities of the population we serve, and given that many clients are not currently eligible for the vaccine, it is our duty to work to protect clients and employees by requiring vaccination. Therefore, TVCC requires that all eligible employees, staff, contactors, volunteers, and placement students receive and provide proof of receipt of a COVID-19 vaccine, unless there is an approved medical or human rights exemption.

COVID-19 is an acute respiratory illness caused by the severe 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.

This policy has been developed in response to Directives from the Ministry of Health (MOH) and the Ministry of Children Community and Social Services (MCCSS). As per the *Occupational Health & Safety Act*, R.S.O. 1990, c. O.1, as an employer, TVCC 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.'

This policy will be administered and enforced in a manner that is consistent with the Ontario *Human Rights Code*.

All employees, staff, contractors, volunteers, and placement students are required to provide one of the following:

Proof of all required doses of a COVID-19 vaccine required to be fully vaccinated as defined by Health Canada

OR

Written proof of a medical reason, provided by a physician or a registered nurse in the extended class that sets out (i) that the person cannot be vaccinated against COVID-19 and (ii) the effective time period for the medical reason (i.e., permanent or time limited), submitted on the required form. Further, 'written proof' means documentary evidence that is acceptable to TVCC.

Those who are requesting an exemption to this policy based on Human Rights related grounds may do so by completing the required form. These types of exemptions will be rare, and may require the person seeking the exemption to provide TVCC with additional information in order to determine whether an exemption is appropriate.

Scope:

Regardless of how often or how much time someone is at a TVCC location or working on behalf of TVCC in schools, daycares, or community locations, etc., this policy applies to all:

- employees and staff of TVCC including permanent, temporary and casual
- volunteers, including the Board of Directors and Committee members
- students on an educational placement (from colleges, universities or high schools)
- contractors (medical/dental staff, people employed by a third party agency, independent contractors)

Principles:

TVCC is committed to protecting the private health information of its employees, staff, volunteers, students and contractors as set out and further described in policy HR.0106 Employee Personnel Files and COR.0203 Privacy.

Procedures:

Disclosure

1. All TVCC employees and staff will be required to submit proof (as set out above) to Human Resources.
2. New hires must provide proof of full vaccination status to Human Resources prior to the first day of work.
3. All TVCC volunteers and placement students will be required to submit proof (as set out above) to Volunteer Services.
4. All TVCC Contractors will be required to submit an attestation form and proof of vaccination or a medical exemption and testing information to their designated contact or Human Resources.
5. For employees and staff, access to this information will be limited to staff in Human Resources and/or the Director/Manager for scheduling purposes or if required for the health and safety of others.
6. TVCC may be required to disclose non identifiable statistical information to the Province of Ontario as requested. All statistical information will be provided in an aggregate form.
7. Individual vaccination information and supporting documentation will be retained only for the time in which this procedure is in force. After that time, records will be securely and permanently destroyed.

8. TVCC will work with our partner organizations to best meet their obligations for reporting for staff that provide services in other organizations, such as LHSC, School Boards, Daycares, etc.

Testing

Employees, volunteers, students and contractors who have an approved exemption by TVCC are required to:

- a) Participate in regular rapid antigen testing at a location determined by TVCC and demonstrate a negative result, at intervals of at least twice per week. This may be adjusted based on local public health statistics on Covid-19 cases.
- b) Provide verification of a negative test result in a manner determined by TVCC.

Test kits will be provided free by TVCC as available and provided by the Province. If a test is positive, or undetermined, the individual should not report to work and/or leave the work location immediately, contact their Manager/Director by phone and follow current public health directives. A laboratory confirmed test may be required prior to a return to work. Any employee refusing to be tested will be unable to attend work, and will be deemed to be on an unpaid leave of absence.

Non-compliance

TVCC is committed to support all employees, staff, contractors, volunteers, and placement students in complying with this policy. However, in the event that persons who fall under this policy refuse to abide by any of the requirements set out above, they will be restricted from access to any TVCC work site. Further, failure to abide by this policy could result in disciplinary action for employees and staff. Failure by a contractor, volunteer, or placement student may result in that person no longer being able to provide work or services for TVCC.

TVCC reserves the right to change or amend this policy at any time.

Cross References:

COR.0203 Privacy

COR.0511 COVID-19 Prevention and Response

HR.0106 Employee Personnel Files

Exemption Forms

Revised/Supercedes: COR.0512 September 17, 2021

Review: Annual basis

Chief Executive Officer:

Date: June 13, 2022



Director, Human Resources:

Date: June 1, 2022

