

<b>Manual Code:</b>	COR.0512
<b>Subject:</b>	Vaccinations for COVID 19
<b>Policy Section:</b>	Corporate
<b>Policy Subsection:</b>	Health & Safety
<b>Date:</b>	September 17, 2021

## 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, contractors, 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 will be required to provide one of the following by no later than November 15, 2021:

Proof of all required doses of a COVID-19 vaccine approved by the World Health Organization

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.

Note: For the purposes of this policy, 'fully vaccinated' means having received the full series of COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g., two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and having received the final dose of the COVID-19 vaccine at least 14 days ago. 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 (service contractors, consultants, medical/dental staff, people employed by a third party agency)

## Principles:

TVCC is committed to protecting the private health information of its employees, staff, volunteers, students and contractors. Information is being collected for the purpose of following the Directive of the Chief Medical Officer of Health for Ontario (dated August 17, 2021).

TVCC continues to provide support to employees and staff seeking vaccination, by allowing vaccine appointments on worktime. Additionally, and when appropriate, the Chair of Infection Control is available to discuss concerns with employees and staff.

## 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 is 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 not provided proof of full vaccination for any reason are required to:

- a) receive regular antigen testing at a determined location or self-testing for COVID-19 and demonstrate a negative result, at intervals of at least twice per week. This may be increased 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 provided by the Province. If a test is positive, or undetermined, the individual should leave the work location immediately, contact their Manager/Director by phone and book a laboratory based test at an Assessment Centre. 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 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

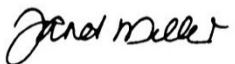
Exemption Forms

**Revised/Supercedes:** New

**Review:** Annual basis

**Board Chair, Board of Directors:**   
**Date:** September 17, 2021

**Chief Executive Officer:**   
**Date:** September 17, 2021

**Director, Human Resources:**   
**Date:** September 17, 2021