



# COVID-19 Vaccination Policy

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# COVID-19 Vaccination Policy

## Background

On March 11, 2020, the World Health Organization declared COVID-19 a pandemic virus. The first case in the Public Health Sudbury & Districts service area was reported on March 10, 2020. Globally, within Ontario and in the PHSD service area, variants of the virus have circulated, including the current dominance of the Delta variant with increased transmissibility and disease severity compared with previous COVID-19 virus strains.

Regardless of which SARS-CoV-2 variant is predominating in an area, vaccination, in combination with public health and individual measures, continue to work to reduce disease spread and severe outcomes.

Evidence continues to demonstrate that a complete two-dose series of Health Canada-approved COVID-19 vaccines provides substantial protection against the most severe adverse outcomes and may also reduce the period of transmissibility. Based on current data only a fraction of fully vaccinated people became infected, with most recent cases and hospitalizations occurring in unvaccinated or partially vaccinated people.

COVID-19 is an acute respiratory illness caused by severe acute respiratory syndrome coronavirus (SARSCoV-2). It may be characterized by fever, cough, shortness of breath, and other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age, however, is not limited to the elderly and is elevated in those with underlying medical conditions.

## Purpose

The purpose of this policy is to outline our YMCA of Northeastern Ontario Association (“YMCA”) expectations with regards to COVID-19 immunization of employees, staff, contractors, volunteers, and students. Contingent upon vaccine availability and unless medically contraindicated, it is the expectation that all eligible employees, staff, contractors, volunteers, and students are fully vaccinated against COVID-19 (i.e., against infections caused by SARS-CoV-2).

## Legislative Framework

This policy is aligned with the employer’s general duty under the Occupational Health and Safety Act to take every reasonable precaution to protect its workers (broadly defined) and the responsibility to assess the workplace for risks, including that of COVID-19 transmission. This policy is applied in accordance with the Ontario Human Rights Code, Occupational Health and Safety Act and any other applicable legislation and/or collective agreement. Information collected under this policy and procedure is in compliance with relevant legislation including but not limited to the Ontario Human Rights Code.

This policy is therefore implemented in order to provide a safer working environment, to assist YMCA as it endeavors to protect individuals in the workplace in the short-term against symptomatic, confirmed COVID-19 disease in the event of contraction, and to ensure continuity of service and operations by reducing the occasions of symptomatic confirmed COVID-19 disease and related absences in an effort to manage staffing levels.



### Definition – “fully vaccinated”

For the purposes of this policy, an individual is “**fully vaccinated**” two weeks after receiving a COVID-19 vaccination series approved by Health Canada (i.e., two weeks after receiving the second dose of a two-dose vaccine series (Pfizer, Moderna, AstraZeneca/COVISHIELD) or two weeks after receiving a single dose of a one-dose vaccine series (Johnson & Johnson/Janssen)). In the event that applicable governments or public health authorities recommend or require booster shots, “fully vaccinated” status shall also require receipt of booster shot(s) and the passage of the required period of time after having received the booster shot(s).

### Definition – “regular testing”

For the purposes of this policy, “**regular testing**” is testing twice a week for staff that work a 40-hour work week. Testing will be implemented consistently on a weekly basis with at least 3 days between tests and conducted Sunday to Friday. Testing should not take place more than 48 hours before attending work.

### Application

Regardless of how often or how much time spent in their respective workplace, this policy applies to:

- Employees and staff
- Contractors
- Students
- Volunteers

### Requirements

Employees, staff, students and volunteers (“staff”) will be required to disclose and provide proof of vaccination status by **September 20, 2021** in the form attached to this policy as Appendix “A”. Please complete the attached form and provide it to your supervisor by end of day on September 20, 2021. This information will be used by YMCA in order to assess additional measures that may be required in order to manage and ensure a safe workplace.

All third-parties supplying contractors to YMCA who will perform work on any YMCA worksite or place of business will be required to confirm that their contractors are fully vaccinated by **September 20, 2021**. Staff who have not been fully vaccinated or who do not disclose their vaccination status by **September 20, 2021** will be required to complete a vaccination education session (see resources below).

Staff who are not fully vaccinated will need to provide proof of a first dose by no later than **September 30, 2021**, in accordance with Appendix “A”.

As of **October 30, 2021**, all staff who did not provide proof of full vaccination by September 20, 2021 will be required to have received their first and second doses of a Health Canada approved COVID-19 vaccine and provided proof to their supervisor in the form attached as Appendix “A”.

As of **September 20, 2021**, only contractors who have been confirmed by their third-party providers to be fully vaccinated will be allowed to perform work on YMCA premises and worksites.



As of **October 30, 2021**, staff who are not vaccinated will need to:

- Indicate that they have a medical exemption, including if the reasons are temporary or permanent. The medical exemption must be provided using YMCA's standard form and written by a licensed medical doctor or nurse practitioner. It does not need to include the specific medical condition qualifying for the exemption. If temporary the exemption should indicate for what duration. YMCA reserves the right to seek further information in order to make accommodation decisions; and/or
- Make a request for any other *Human Rights Code*-related exemption to Human Resources. Requests will be assessed on a case-by-case basis. YMCA reserves the right to seek further information in order to make accommodation decisions; and,
- Complete one or a series of vaccination education course(s), as directed by YMCA (see resources below), with a signed declaration stating that they have reviewed and understood the material; and,
- Submit to regular COVID-19 testing, at their expense, and provide proof of test results

The vaccination education session will include information on how 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 and possible side effects of COVID-19 vaccination. The expectation remains beyond the education session that staff get fully vaccinated, or provide proof of exemption.

Staff without vaccination records, who have only received one dose of a two-dose vaccine series, who have not completed the two-week waiting period after receiving their final dose, or who decline to advise whether they are fully vaccinated will be treated for the purposes of this policy as unvaccinated. Third parties who have not confirmed in aggregate that their contractors are supplying work on YMCA premises or worksites are fully vaccinated will be treated for the purposes of this policy as unvaccinated and will not be permitted to have unvaccinated contractors perform work on YMCA premises or worksites.

Effective immediately, as a condition of employment, all new employees prior to their start date will be required to provide proof that they are fully vaccinated against COVID-19 or have a valid Human Rights Code-related exemption.

**For Child Care Staff specifically, effective Sep 7th or until such time that the Employee meets the full vaccination requirements by October 30th (as previously described).**

As per Ministry of Education requirements, individuals who work in child care that are not fully vaccinated are required to submit to regular antigen point of care testing for COVID-19 as per the direction of the Ministry of Education.

Individuals subject to testing requirements must provide written verification of negative tests results provided from the pharmacy to their supervisor/manager or partake in the test at the child care location prior to starting work. Participating pharmacies can be found here. A letter will be provided to individuals requiring testing at pharmacies to not be charged.



If an individual receives a positive result, they are to follow our YMCA Child Care COVID-19 Procedure and YMCA Rapid Antigen Testing Procedure, contact their supervisor and isolate (e.g., not come to work) and submit to a laboratory-based PCR test to confirm the results as soon as possible.

Third party agencies supporting YMCA Child Care programs are required to follow their own vaccination policies and reporting guidelines.

**RIGHT TO PRIVACY** Each employee, staff, contractor, student or volunteers vaccination information will be safeguarded and maintained by Human Resources or, in Child and Family Development, by an authorized employee who administers this information in keeping with Ministry of Education requirements. A staff member's vaccination record will not be maintained in their employee file, will be kept separately, and it will only be used when required to verify vaccination status, manage the workplace, and administer this policy.

Supervisors who receive copies of staff vaccination receipts by email for the purpose of reporting will be required to permanently delete the information once it has been submitted.

In the event of an outbreak, the vaccination status of a staff will determine, among other things, their need to test and/or self-isolate.

### Policy Implications

The YMCA encourages all staff who may be hesitant about being vaccinated to seek advice from their medical practitioner and Public Health. Several communications about the effectiveness and safety of vaccines have also been offered.

The YMCA will accommodate employees who decline to get vaccinated for reasons protected by the *Human Rights Code*. Employees must submit an accommodation request in writing. YMCA reserves the right to require more information in order to assess accommodation requests and make the appropriate decisions. Appropriate accommodations will be determined on a case by case basis and may include additional PPE and frequent COVID-19 testing. If such measures are not feasible, consideration may be given to allowing unvaccinated employees to use their vacation or unpaid time until the YMCA can assess the situation.

Employees, staff, contractors, volunteers and students who are not fully vaccinated, or who elect not to provide proof of COVID-19 vaccination (and in the case of employees and students, have no exemption for reasons protected by the Human Rights Code), will be subject to testing requirements, and may be subject to work exclusion, or termination. This will be based on assessment by the employer in its discretion of factors including for example, the work/role of the individual, the type of workplace, local epidemiology, etc., and in consideration of the duty to accommodate, as applicable.

### Acknowledgements

The policy will be applied in accordance with the Ontario Human Rights Code.

The policy may change as the status of the pandemic changes and/or legislation or public health advice changes.



## Procedure

Employees, staff, students and volunteers will be asked to demonstrate their vaccination status to their supervisor or Human Resources. The required approach is to complete Appendix A along with either (1). Showing their printed vaccination receipts, (2). emailing vaccination receipts to Human Resources at [hr@ymcaneo.ca](mailto:hr@ymcaneo.ca), or (2). accessing the Ontario health website (<https://covid19.ontariohealth.ca/>) in front of their supervisor; or (3). utilising a provincial based system – expected to be rolled out in October and utilize a QR Code approach. In any case the supervisor or Human Resources will then record the dates of vaccination into our HR system(s)<sup>1</sup> without keeping a copy of the records. Our Systems will record Dose #1, Dose #2 and are equipped to record Dose #3, should the regulatory authorities indicate booster shots as a recommended requirement.

This allows the YMCA to pull reports showing who and who is not vaccinated, in the event of an outbreak, or to support where additional PPE/Rapid Testing or other is required to support those who are exempted from receiving a vaccine due to medical or religious reasons with the Human Rights Code.

YMCA Child Care will be required to report aggregated and depersonalized statistical information regarding dose coverage to the ministry on a regular basis.

## Continued Compliance with Protocols

Regardless of vaccination status, staff and contractors must continue to follow public health protocols relating to being masked and keeping physically distanced as set out in YMCA's existing protocols.

## Non-Compliance with Policy

Failure by staff to adhere to the requirements of this policy may result in discipline up to an including termination of employment (for employees) or engagement (for other staff).

## Educational Resources

COVID-19 Vaccine Information for YMCA Staff and Volunteers - [COVID-19 Vaccine Information for YMCA Staff and Volunteers \(learning.ymca.ca\)](#) Learning module implemented by YMCA Canada. You will receive a certificate of completion at the end.

Educational Training Program from Sudbury and District Public Health Unit - [COVID-19 vaccination policy training module \(phsd.ca\)](#) Power point Style – read and review

YouTube recorded Panelist session hosted by YMCA of GTA – with Dr. Meb Rashid and Dr Isaac Bogoch, including questions from YMCA staffers, with answers provided. [Vaccination Info Night: Get the Facts - YouTube](#) .

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<sup>1</sup> Currently Sudbury and North Bay have Dayforce and Timmins use Sage. In Timmins Sage is not able to record the vaccination information, so it will be kept separately. This is true until such time that our applications are unified.



## Appendix “A” – Consent and Vaccination Status Disclosure

By signing this form, I \_\_\_\_\_ consent to the collection, use and disclosure of:  
(print name)

- My name;
- My COVID-19 vaccination status; and,
- My COVID-19 Vaccine Dose Administration Receipts (if applicable), or such other receipts or confirmation which is implemented by the applicable level of government or public health authority (and which YMCA may accept as constituting valid proof of vaccination).

to YMCA, solely for the purpose of managing the employment (or other) relationship and planning, implementing, and administrating YMCA’s vaccination policy,

I understand that disclosing my vaccination status is voluntary. However, completing this form is mandatory.

For purposes of the below, I am considered “fully vaccinated” two weeks after completing a vaccine series approved by Health Canada (i.e. two weeks after receiving the second dose of a two-dose COVID-19 vaccine series (Pfizer, Moderna, AstraZeneca/COVISHIELD) or two weeks after receiving a single dose of a one-dose vaccine series (Johnson & Johnson/Janssen)). In the event that applicable health authorities subsequently recommend or require COVID-19 booster shots, I will be required to complete an additional form and will be considered “fully vaccinated” two weeks (or such other timeframe as recommended or required by public health authorities) after I receive the booster shot.

The collected information will be retained for the greater of (a) one year or (b) until the purpose for which the information is collected is no longer reasonably served by the retention of the information and retention is no longer necessary for legal or business purposes.

The statement below that accurately describes my vaccination status as of \_\_\_\_\_ is:  
(Date)

- Fully vaccinated (I received my final dose of a vaccine series approved by Health Canada more than 2 weeks ago). I have attached the Dose Administration Receipt(s);
- Fully vaccinated in waiting period (I received my final dose of a vaccine series approved by Health Canada less than 2 weeks ago. The 2 weeks period will be completed on \_\_\_\_\_). I have attached the Dose Administration Receipt(s);
- Partially vaccinated (I received my first dose of a two-dose vaccine series approved by Health Canada, and my second appointment is scheduled for: \_\_\_\_\_.) I will advise the YMCA once I have received my second dose. I have attached the first Dose Administration Receipt, and will provide the second Dose Administration Receipt within three days of receiving my second dose. In such case, this Consent shall also apply;
- I am not vaccinated;





I decline to answer whether I have been vaccinated.

*\*If not vaccinated for a reason protected under human rights legislation, please advise the YMCA. The YMCA will review the reason and any relevant documentation and if supported, the YMCA will determine any need to accommodate under the applicable human rights legislation.*

*I understand that falsification of vaccination proof or test results may be grounds for termination of my employment or engagement.*

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(Signature)

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(Date)