

Society of Saint Vincent de Paul Greater Toronto Central Council

Policy # 24

Policy: COVID-19 Vaccination Policy – Employees and Special Works

Policy # 24 **Number of Pages: 5**

Approved By: Board of Directors, Management
Date of Review: January 10, 2023 – Policy Revised
Date of Approval: September 14, 2021

References: **COVID-19 Compliance Directives from:** Ontario Ministry of Health, Ontario Ministry of Labour, Ontario Ministry of Children and Community Services, City of Toronto SSHA and Toronto Public Health

Statement:

This policy applies to all programs and services of the Society of Saint Vincent de Paul Greater Toronto Central Council excluding Vincentian outreach.

Vaccination against COVID-19 helps reduce the number of new cases, and, most importantly, severe outcomes including hospitalizations and death due to COVID-19 in residents, service recipients, staff, customers and visitors to our programs. Individuals who are not eligible for vaccinations or cannot be vaccinated due to medical conditions need to be protected. Although it is an individual's right to make the decision about whether to be vaccinated or not, it is strongly encouraged that everyone get vaccinated, and everyone will be supported in accessing a vaccine.

Source: The Ministry of Children, Community and Social Services (MCCSS) COVID-19 Vaccination Policy Guidelines for Implementation August 31, 2021

Vaccinations do not in any way negate directives on the use of Personal Protective Equipment (PPE) as mandated in each division.

The Society of Saint Vincent de Paul Greater Toronto Central Council (the Society) will comply with the **Letters of Instruction issued by the Office of the Chief Medical Officer of Health** under the authority of subsection 2(2.1) of Schedule 1 of [O. Reg.364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step](#) under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (ROA) ("Instructions").

Sections 1, 2, 3, and 4 following this policy (pages 3,4, and 5) are not in effect and archived as of January 11, 2023:

Section 1: Part 1 and Part 2: Vaccination Status and Compliance

Section 2: Record Keeping

Section 3: Funder Specific Requirements

Section 4: Proof of Vaccination, Exemption and Educational Session

Policy Update: January 2023:

The full policy in place as of September 14, 2021, stating that all employees show proof of vaccination against COVID-19 has been lifted by all Society program funders. As the pandemic is still active, Sections 1, 2, 3 and 4 of this policy, will be archived until such time as they are to be re-enacted, or permanently deleted.

The Society continues to follow the COVID-19 directives and guidelines in place for serving persons from vulnerable populations, those living in congregate care settings and for children participating in overnight camp programs. Program based COVID-19 health and safety requirements are in place as per funder and Public Health guidelines, and are updated as new directives are issued.

----- End of Policy -----

The following sections are no longer in effect and are archived as of January 11, 2023:

Section 1: Part 1 and Part 2: Vaccination Status and Compliance

Section 2: Record Keeping

Section 3: Funder Specific Requirements

Section 4: Proof of Vaccination, Exemption and Educational Session

Section 1: Vaccination Status and Compliance

Part 1: Applies to all Required Individuals (defined below):

The Society requires employees, contractors, program volunteers and students, as well as other persons who provide services in our facilities, herein referred to as Required Individuals to provide:

- a. proof of full vaccination¹ against COVID-19; or
- b. written proof of a medical reason 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;

Contractors, volunteers and students who fail to comply with Section 1 (a) or (b) will not be permitted access to any of the Society's residential facilities.

Part 2: Applies to all Employees:

Employees who do not comply with Section 1 (a) or (b), must comply with Section 1 (c) following:

- c. proof of completing an educational session approved by the Society about the benefits of COVID-19 vaccination prior to declining vaccination for any reason other than a medical reason. Approved sessions will be available from program managers, and will at a minimum address:
 - i. how COVID-19 vaccines work.
 - ii. vaccine safety related to the development of the COVID-19 vaccines.
 - iii. the benefits of vaccination against COVID-19.
 - iv. risks of not being vaccinated against COVID-19; and
 - v. possible side effects of COVID-19 vaccination.

Employees who do not comply with Section 1 (a) or (b) must comply with section (d) following:

- d. The Society will require employees to undertake regular antigen point of care testing and verify the negative test results.
 - i. Employees must submit to regular antigen point of care testing for COVID-19 and demonstrate a negative result, at intervals to be determined by the Society, which must be at a minimum once every seven days, and more often as deemed necessary.
 - ii. Employees must provide proof a negative COVID-19 test taken within 48 hours of working their first shift in their assigned block of shifts
 - iii. Managers are not responsible for testing and tracking results.
 - iv. Employees must ensure they produce negative test results prior to reporting to their shift.
 - v. Employees who are unable to provide a negative test result are responsible for securing shift coverage until such time as a negative test is produced.
 - vi. Managers must be notified of any absences connected to COVID-19 testing.

¹ For the purposes of this document, “fully vaccinated” means having received the full series of a COVID-19 vaccine or 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.

Section 2: Record Keeping

The Society will collect and maintain statistical (non-identifiable) information, as follows:

- a. Documentation that includes (collectively, “the statistical information”):
 - i. the number of Required Individuals that provided proof of being fully vaccinated against COVID-19;
 - ii. the number of Required Individuals that provided a documented medical reason for not being fully vaccinated against COVID-19;
 - iii. the number of Required Individuals that completed an educational session about the benefits of COVID-19 vaccination in accordance with 1(c), where applicable; and
 - iv. the total number of the Society’s Required Individuals to whom this Instruction applies.

 - b. The Society will comply with directives from funders to disclose statistical information.

 - c. Programs receiving direct funding from the Ministry of Children, Community and Social Services (MCCSS) statistical disclosure is defined as “Disclosure in the manner and within the timelines specified by MCCSS. MCCSS may seek additional detail within the requested Statistical Information outlined above which will also be specified in the request. MCCSS may further disclose this Statistical Information and may make it publicly available”.
- Source: The Ministry of Children, Community and Social Services (MCCSS) COVID-19 Vaccination Policy Guidelines for Implementation August 31, 2021*

Section 3: Funder Specific Requirements

The Society will comply with program specific directives from funders which may mean that for some divisions, proof of vaccination or proof of medical exemption as detailed in Section 1 (a) and (b) will be the only acceptable means of policy compliance.

Funders may implement timelines for compliance as described under Section 1 (a) and (b). In the event that an employee does not comply with program specific directives by the timeline prescribed, they will be placed on unpaid leave, with benefit and pension contributions suspended within 30 days of the start of the leave.

Employees who meet the conditions outlined in Section 1 (a) or (b) after having been on a leave and who wish to resume their position will be added to the work schedule at the next published rotation, must attend a re-orientation session and training as determined by each program, and will be re-eligible for benefits and pension at a timeline determined by the providers with no guarantee of immediate reinstatement.

Section 4: Proof of Vaccination, Exemption and Educational Session:

Part 1: Proof of vaccination:

After vaccination, individuals with an Ontario photo health card can log in to the [provincial portal](#) to download or print an electronic COVID-19 vaccine receipt (PDF) for each dose received.

Individuals who have a red and white health card can call the *Provincial Vaccine Booking Line* at 1-833-943-3900. The call centre agent can email a copy of their receipt.

Individuals in the following circumstances should contact their [local public health unit](#) for further information:

- Individuals without an Ontario health card (or who did not provide their Ontario health card at the time of vaccination) should contact public health for a copy of their receipt.
- Individuals who did not receive a Canadian approved vaccine.
- Individuals who have received an out-of-province vaccination and have not yet contacted their local public health unit should do so to ensure their records are validated and recorded.
- Individuals who have questions or concerns about the information supporting their COVID vaccine receipt.

Part 2: Proof of a medical reason for not being vaccinated

Written proof of a documented medical reason for not being fully vaccinated against COVID-19 must be provided by either a physician or a registered nurse in the extended class (see [Extended Class \(cno.org\)](#)). Referral and consultation support for physicians and registered nurses in the extended class is available through Ontario's eConsult Service and [OTN Hub](#).

In some instances, the medical reason for the person not being vaccinated may be time-limited. The Instructions require that the note from the physician/nurse practitioner specifies the effective time-period for the medical reason. If time limited, the note must indicate how long it is expected to last.

Part 3: Proof of completion of an educational program

Required Individuals who do not provide proof of vaccination must provide proof that they have completed an educational program approved by the Society. The Required Individual will sign an attestation that they completed the program and have understood the program's content.

Managers will schedule the educational program to be completed at the worksite, outside of scheduled shifts.