

Manual:	Infection Control COVID-19 Pandemic	Reference No.:	
Section:	Vaccines		
Subject:	COVID-19 Immunization Policy		

## POLICY

The goal of the provincial COVID-19 immunization program is to protect residents, staff and families from COVID-19. Vaccines help reduce the number of new cases, and, most importantly, severe outcomes including hospitalizations and death due to COVID-19. Shalom Village will follow and implement guidance that maximizes vaccination uptake of staff, volunteers, students and third-party contractors including agency.

### Administration of this Policy

This revised COVID-19 Immunization Policy (the “Policy”) is effective September 20, 2021. Shalom Village will maintain and revise this Policy as required in response to public health guidance and the evolving conditions of the COVID-19 pandemic. Shalom Village expressly reserves the right to change, modify, or delete portions of this Policy without notice.

### Application of this Policy

Regardless of how often they are at the home and how much time they spend there, this Policy applies to:

- Workers, including employees on payroll or on contract, and anyone employed by a third-party contractor such as agency etc.
- Students on an educational placement at the home
- Volunteers

## GUIDELINES

All individuals, whether or not they have received a COVID-19 vaccine, must continue to practice the recommended public health measures for the prevention and control of COVID-19 infection and transmission.

Where applicable, a person is **fully immunized** against COVID-19 if:

- They have received the total required number of doses of a COVID-19 vaccine approved by Health Canada (e.g., both doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); **and**
- They received their final dose of the COVID-19 vaccine at least 14 days ago.

Note that the definition of fully vaccinated will be amended to include the requirement for additional doses or booster shots as approved by Health Canada and the World Health Organization. Proof of full COVID-19 immunization status includes vaccine passports as available.

### Support for COVID-19 Immunization

Shalom Village provides the following supports for staff to receive their COVID-19 immunization:

- 1) onsite vaccination clinics in home when possible and supported by the local public health unit (PHU)
- 2) assistance with booking vaccine appointment for staff unable to book or lacking the technology to be able to book their appointment.
- 3) flexibility in work schedule to attend vaccination appointment

Manual:	Infection Control COVID-19 Pandemic	Reference No.:	
Section:	Vaccines		
Subject:	COVID-19 Immunization Policy		

- 4) access to sick time/vacation time bank that are available as entitlements.
- 5) support with Infectious Disease Emergency Leave (IDEL) days for day of vaccination during the period that the legislation provides this entitlement (Apr 19 - Dec 31, 2021) under the *COVID- 19 Putting Workers First Act*.

## Requirements of this Policy

**Table 1: Policy Timeline**

Deadline	Requirement
September 30, 2021	Show proof that you have <u>booked</u> your first COVID-19 vaccine
October 14, 2021	Show proof that you have <u>completed</u> your first COVID-19 vaccine
October 28, 2021	Show proof that you have <u>booked</u> your second COVID-19 vaccine
November 14, 2021	Show proof that you have <u>completed</u> your second COVID-19 vaccine

At all times, individuals must follow the requirements below

**(See Table 2: Mandatory Immunization Requirements by Role)**

1. Wear appropriate PPE (e.g., applicable PPE, including masks and face shields) even after such precautions are no longer mandated by applicable public health authorities; and
2. Submit to rapid antigen COVID-19 testing according to current internal testing protocols.

### **New Staff, Students, Volunteers and Third-Party Contractors**

All prospective new staff, as a condition of employment, and student placements, volunteers and third-party contractors, as a condition of access to our homes, shall provide proof of full COVID-19 immunization effective September 20, 2021.

### **Existing Staff, Students, Volunteers and Third-Party Contractors**

As of September 30, 2021, all existing staff members, as a condition of employment, and student placements, volunteers and third-party contractors, as a condition of access to our homes, shall adhere to the COVID-19 Immunization Policy Timeline Above.

An existing staff member who refuses to adhere to any of the measures outlined above will be placed on an unpaid leave, until such time that they are able to comply with the Immunization Policy requirements.

An existing student placement or volunteer who does not meet the above requirements outlined above by November 14, 2021 will have their placements ended.

**Table 2: Mandatory Immunization Requirements by Role**

Manual:	Infection Control COVID-19 Pandemic	Reference No.:	
Section:	Vaccines		
Subject:	COVID-19 Immunization Policy		

<b>Role in Home</b>	<b>Included</b>
Shalom Village staff, volunteers, Medical Directors, Attending Physicians, and students	Yes
Third-party contracted services and agency staff (e.g., nursing, dietitian, hairdresser, massage, music therapist, respiratory therapist, occupational therapist, physiotherapist, pet therapy, etc.)	Yes
Third-party contracted services for building maintenance (e.g., HVAC, fire, trades, landscaping, pest control, etc.) and supplies, services and equipment (e.g., Sysco/MM/EcoLab, Arjo)	No
LHIN or other provincial health authority services (care/speech/palliative teams)	Yes
Privately hired caregivers (hired by resident and/or family)	Yes
Event entertainers (e.g., magician, band, petting zoo etc.)	Yes
Family/essential caregivers	No
General visitors	No

## **Exemptions**

As a reminder, Shalom Village has an obligation under applicable occupational health and safety laws to take every precaution reasonable in the circumstances for the protection of our staff, residents and families.

Exemptions under this Policy will be considered if IPAC measures can be met by using the following guiding principles and considerations (i) the risk of serious harm (including death) to both residents, staff and families who contracts COVID-19; (ii) the well-recognized precautionary principle; and (iii) the medical and scientific evidence and guidance available from Public Health and the Ministry of Health and other relevant government agencies.

In the event of an exemption request, Shalom Village may accommodate the individual with an unpaid medical leave.

## **Non-Compliance**

It is critical to Shalom Village's efforts to mitigate the risks of COVID-19 in the workplace that any individual who is not fully vaccinated meet the requirements of this Policy. An employee who fails to meet the requirements of this Policy will receive an accommodation of an unpaid LOA until they meet with the Policy requirements.

Any existing staff member who does not meet the requirements of the Policy will be placed on an unpaid leave, until such time that they are able to comply with the Policy requirements. Any student placement, volunteer or third-party contractor who does not meet the requirements of the Policy will not be permitted to continue their placements with Shalom Village.

## **Privacy and Confidentiality**

Manual:	Infection Control COVID-19 Pandemic	Reference No.:	
Section:	Vaccines		
Subject:	COVID-19 Immunization Policy		

Shalom Village is committed to protecting the privacy and security of employee personal information. All employee personal information will be collected, used and disclosed in accordance with Shalom Village's privacy policies.

All information reported under this Policy will be treated as confidential and will be used or disclosed only by the HR Department and/or the IPAC Lead for the purposes of administering infection control procedures in the workplace.

Shalom Village is required by the Ministry of Long-Term Care to report statistical information under Directive #3 regarding the number of employees who have reported vaccination status and/or whom have been granted medical exemption pursuant to this Policy. All statistical information will be provided in aggregate form and no identifying information will be provided in meeting this obligation to the Ministry.

**References**

Directive #3 July 16, 2021

COVID-19 Fully Vaccinated Individuals: Case, Contact and Outbreak Management Interim Guidance - August 11, 2021

Ministry of Health Guidance for Employers Managing Workers with Symptoms within 48 Hours of COVID-19 Immunization Version 1.0, May 18, 2021.

Updated May 10, 2021, June 02, 2021, June 22, 2021, July 20, 2021, September 14, 2021