

<b>West Neighbourhood House</b>	
Policy Title:	<b>COVID-19 Vaccination Policy</b>
Approved by:	Management/Pandemic Committee/Health & Safety Committee
Approval date:	September 7, 2021
Revision dates:	/ / / /

### **Policy Statement**

West Neighbourhood House recognizes the importance of COVID-19 vaccination of staff members, student placements, volunteers, and contractors due to the nature of their work with vulnerable individuals and potential for exposure in the community.

This COVID-19 vaccination policy aims to protect the participants, staff, students, volunteers, contractors and broader community of West Neighbourhood House. It also outlines expectations with regards to COVID-19 vaccination of staff, student placements, volunteers and contractors.

Contingent upon vaccine availability, all eligible staff, student placements, volunteers and contractors are strongly encouraged to receive a COVID-19 vaccine, unless there are documented medical reasons to not get vaccinated.

West Neighbourhood House does not condone harassment or discrimination toward anyone regarding their vaccination status.

### **Applicability**

- All Staff
- Students
- Volunteers
- Contractors

### **General Principles and Procedures**

It is important that all individuals make an informed decision about whether to receive a COVID-19 vaccine. In order to ensure that all individuals subject to this policy are adequately educated about COVID-19 and the COVID-19 vaccines, they **must provide one the following:**

1. Proof of COVID-19 vaccine administration (please see your email with the subject title “Dose Administration Receipt” from the Ministry of Health) and date of vaccination as per the following requirements:

- a. If the individual has only received the first dose of a two-dose COVID-19 vaccination series approved by Health Canada, proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose; **or**
- b. Proof of all required doses of a COVID-19 vaccine approved by Health Canada.

**or**

2. Written proof that there is a medical reason which can be unspecified, provided by either a physician or nurse practitioner that sets out:
  - a. that the person cannot be vaccinated against COVID-19; **and**
  - b. the effective time period for the medical reason (i.e., permanent or time-limited).

**or**

3. Proof that the individual has completed an approved educational program.

The educational program has been approved by and/or provided by West Neighbourhood House and addresses all of the following learning components:

- how COVID-19 vaccines work;
- vaccine safety related to the development of the COVID-19 vaccines;
- benefits of vaccination against COVID-19;
- risks of not being vaccinated against COVID-19;
- infection control and prevention measures for unvaccinated people; and
- possible side effects of COVID-19 vaccination.

### **Possible Restrictions for Unvaccinated Staff, Students and Volunteers**

West Neighbourhood House has the right to restrict the work and/or the locations that staff, students, and volunteers may be in if they are not fully vaccinated.

As of the approval date of this Policy, unvaccinated staff, students and/or volunteers will not be permitted to work on-site or in contact with others associated with their West Neighbourhood House employment, placement or other assignment. Redeployment opportunities may be available for unvaccinated staff on a case-by-case basis.

### **Support for Vaccination**

West Neighbourhood House will provide the following supports for staff, students and volunteers subject to this policy to receive a vaccine:

- assistance with booking vaccine appointment
- one (1) hour paid time off for staff to receive a vaccine if the vaccine appointment is during working hours

### **Documentation and Confidentiality**

Vaccine documentation for staff will be collected by the Human Resources and documentation for students and volunteers will be collected by the Volunteer Program. Without written documentation, staff, students, and volunteers are considered to be not immunized. Documentation of receipt of the vaccine and consent will be kept confidential and will be securely stored in the Human Resources and Volunteer Program files.

West Neighbourhood House will, to the best of our ability, protect the personal health information of staff, students and volunteers, including their vaccination status if possible. However, this cannot be guaranteed given the necessity of limiting the locations and work activities of unvaccinated staff, students and volunteers.

### **Non-Compliance With the Policy**

Failure to comply with the COVID-19 vaccination policy requirements will be investigated and this may lead to disciplinary action including termination, depending on the severity of the breach.