

Mandatory Covid-19 Vaccination Policy

Policy Statement

The Corporation of the Town of St. Marys (“the Town”) is committed to providing a healthy and safe environment for all its workers and acknowledges that Ontario’s *Occupational Health and Safety Act* requires us to take all reasonable precautions necessary in that regard and that the Chief Medical Officer of Ontario’s *Directive #6 for Public Hospitals within the meaning of the Public Hospitals Act, Service Providers within the meaning of the Home Care and Community Services Act, 1994, and Local Health Integration Networks within the meaning of the Local Health System Integration Act, 2006*, also requires the Town to establish, implement and ensure compliance with a Covid-19 vaccination policy. With these goals, the Town is adopting this vaccination policy to safeguard the health and safety of everyone with whom we work—including the public—and to minimize the spread of COVID-19 in the workplace.

Scope

This Policy covers all Town of St. Marys Team Members, Council, Committee Members, Volunteers Students on educational placements, Resource Consultants and Contractors to the workplace (collectively “workers”).

Guidelines

- 1) Subject to applicable human rights legislation and vaccine availability, the Town requires all workers to be fully vaccinated against the virus that causes COVID-19, including first and second doses of two-dose vaccines and boosters when necessary (collectively “COVID-19 vaccines”). Each worker must:
 - a) make arrangements to receive COVID-19 vaccines from time to time as soon as they are eligible to do so; and
 - b) provide the Human Resources Department with written confirmation of each COVID-19 vaccine received. Confirmation must be from the vaccination clinic, pharmacy or other medical practitioner and include the worker’s name and date received. Receipts for COVID-19 vaccines may be found online <https://covid19.ontariohealth.ca>
- 2) The above requirements will not apply to workers who are unable to receive COVID-19 vaccines because of a disability or other protected ground under applicable human rights legislation (“Exempt Workers”). To qualify as Exempt Workers, workers must:

- a) notify the Director of Human Resources prior to the start of their employment with the Town or September 21, 2021, whichever is later, that they do not intend to receive COVID-19 vaccines; and
 - b) at the same time, provide the Director of Human Resources with one of the attached Exemption Forms completed by their treating physician, nurse practitioner or spiritual adviser.
- 3) The Director of Human Resources will review the Exemption Forms and any other information provided and make a determination on a case-by-case basis. The Town reserves the right to request further information and/or supporting documentation to substantiate a worker's eligibility for an exemption. Accommodation for Exempt Workers will be determined on a case by case basis, taking into account the role held by the Exempt Worker.
- 4) Commencing September 22, 2021, any worker who has not confirmed their COVID-19 vaccination as required under paragraph 1(a), including Exempt Workers:
- a) will be required to mask and maintain social distancing in all areas of the premises;
 - b) using testing kits sourced by the Town, provide the Town with proof of a negative rapid antigen COVID-19 test before commencing work at a minimum 2 times a week. The testing days will be dependent on the worker's specific schedule; and
 - c) must complete an educational session approved by the Town that addresses:
 - i) how COVID-19 vaccines work;
 - ii) vaccine safety related to the development of the COVID-19 vaccines;
 - iii) benefits of vaccination against COVID-19;
 - iv) risks of not being vaccinated against COVID-19; and
 - v) possible side effects of COVID-19 vaccination.
- 5) Commencing September 22, 2021, any worker who has not confirmed their COVID-19 vaccination as required under paragraph 1(a), other than Exempt Workers:
- a) will be required to pay any cost incurred by the Town for obtaining the necessary rapid COVID-19 tests;
- 6) Commencing October 31, 2021, any worker who has still not confirmed their COVID-19 vaccination as required under paragraph 1(a), other than Exempt Workers, will be placed on an unpaid Leave of Absence until November 14, 2021 and Exempt Workers will be accommodated as provided for in paragraph (3);

- 7) Commencing November 15, 2021, any worker, other than Exempt Workers, who
- i) has still not confirmed their COVID-19 vaccination as required under paragraph 1(a); or
 - ii) has not provided proof of a first dose of 2 dose vaccine, along with confirmation for a booking confirmation to receive the second dose,
- will be deemed to have resigned their position from the Town for non-compliance with our Mandatory COVID-19 Vaccination Policy, or alternatively their employment will be deemed terminated for cause.
- 8) If a member of the public requests that unvaccinated workers not attend an in-person meeting, the Town will respect the request and assign workers accordingly.
- 9) Workers are prohibited from meeting indoors with unvaccinated members of the public unless all parties are masked and observe social distancing requirements. Prior to scheduling meetings, workers must make inquiries of the client to establish whether masks/distancing will be necessary.
- 10) Workers who are uncomfortable meeting with unvaccinated members of the public should notify their supervisor and make alternate meeting or service arrangements as appropriate in the circumstances.
- 11) Workers must always comply with all occupational health and safety measures and other COVID-19 protocols required by the Town including daily screening, masking, physical distancing and hygiene requirements. Different measures and protocols may apply to those workers who have provided confirmation of COVID-19 vaccination (under paragraph 1(a)) and those who have not, regardless of the reason.
- 12) The Town will provide vaccination support to workers by providing three hours of paid time off to get the vaccine (or three hours of additional pay when workers have to receive their vaccination outside of work hours) and provide assistance booking vaccine appointments.
- 13) The Town will require as an essential term of employment/contract for new workers that they are fully vaccinated against COVID-19, subject to human rights exemptions, and this requirement will be included in all future job/opportunity postings with the Town.
- 14) The collection, use, and storage of workers' medical information is necessary to administer this policy. Medical information includes COVID-19 testing and vaccination records, as well as information about medical exemptions to vaccination. The Town is committed to maintaining the confidentiality of all such medical information, which will be stored in the Human Resources office or a designated secure location as dictated by ministry requirements and destroyed when no longer required.

- 15) Statistical information, with no identifying information will be reported in relation to this policy, as required (i.e. Ministry of Education and Provincial Antigen Screening Program).
- 16) This policy will be updated and amended as required from time to time in the Town's discretion, taking into consideration legislated obligations, public health recommendations, and business needs.
- 17) Failure to comply with this policy may result in disciplinary action, up to and including termination of employment/contract for cause.

Training

Training will be provided to all staff by their supervisor. New staff will be informed of the policy at time of hire by the Human Resources Department.

References

Covid-19 Vaccination – Medical Exemption Form

Covid-19 Vaccination – Religious Exemption Form

Rev #	Date	Reason	Initiated	Reviewed
0	Sept 16, 2021	Inception	HR	CAO



**Covid-19 Vaccination – Medical Exemption Form
(to be completed by treating physician/nurse practitioner)**

Patient Name: _____

Date of Birth: _____

How long has this Patient been under your care on a regular basis?	_____ weeks / months / years
Is this Patient currently <u>medically unable</u> to obtain any available COVID-19 vaccine <u>due to their own disability</u> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer is “Yes”, how long do you expect that this Patient’s disability will prevent them from obtaining any available COVID-19 vaccine?	Permanently <input type="checkbox"/> Until _____
Please provide any other relevant information that will help the Corporation of the Town of St. Marys understand whether and when this Patient will be medically able to obtain any available COVID-19 vaccine.	

I, _____, hereby certify that the above information is complete and accurate based on my own personal medical examination of this Patient, the information in my medical files, and the medical information obtained directly from other treating physicians / specialists / medical establishments.

Date: _____

Signature: _____

Print Name: _____



**Covid-19 Vaccination – Religious Exemption Form
(to be completed by spiritual adviser)**

Employee/Volunteer/Contractor Name: _____

Is the above Employee/Contractor a member of your religious community?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How long have they been a member of your religious community?	_____ weeks / months / years
Does the creed of your religious community prohibit the Employee/Contractor from receiving a COVID-19 vaccination?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide any other relevant information that will help the Corporation of the Town of St. Marys understand the Employee/Contractor's position with respect to COVID-19 vaccination.	

I, _____, hereby certify that the above information is complete and accurate based on my own personal knowledge of the Employee/Contractor in my role as their spiritual advisor.

Date: _____

Signature: _____

Print Name: _____

Covid 19 Rapid Antigen Self Testing procedure

Purpose

All Town workers who are not fully vaccinated against COVID-19 will automatically be enrolled in the Town's rapid antigen COVID-19 testing program. This document will support and educate unvaccinated workers on the steps required to properly and safely administer the self-test and report the results to the Town.

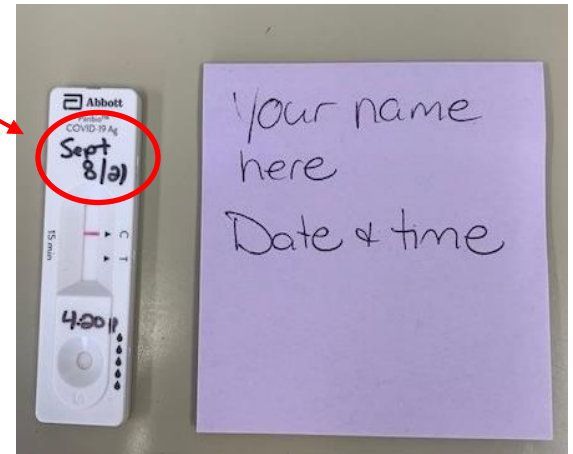
Responsibilities

The Town

- 1) Supply all unvaccinated workers with rapid antigen Covid-19 tests and accompanying supplies required for workers to complete the self-test prior to entering the workplace.
- 2) Provide appropriate training resources to workers so they can perform the self-test.
- 3) Ensure all results are recorded and stored in a confidential matter that meets the requirements as outlined in HSY-P-023 Mandatory Covid 19 Testing Policy.

Workers

- 1) Review the self-test training video link [Training Video: Self-Collection for COVID-19 Antigen Rapid Testing - YouTube](#)
- 2) Following the instruction provided in the Rapid Antigen Testing Kits, conduct a self-test at home on the designated testing day.
- 3) For Negative test results:
 - a) Using a permanent marker, write the date on the rapid antigen test.
 - b) Take a picture of the completed test ensuring the team members' name and date are included and the test results are clearly visible. See example.
 - c) Complete the online, self-test attestation form <https://forms.townofstmarys.com/COVID-19-Staff-Testing-Submission-Form> and attach the picture of the test results (identified in step 4) to their manager and human resources before entering the workplace on the designated testing days.
- 4) In the case of an invalid test, complete the testing process again using new test supplies.
- 5) For Positive test results:
 - a) Understand the result is a preliminary positive and a Polymerase Chain Reaction (PCR) test is required for confirmation.



- b) Notify your manager immediately of the preliminary positive result.
 - c) Self-isolate and follow public health guidance until the result of the confirmatory, lab-based PCR test is known. Ensure the confirmatory lab-based PCR test is performed within 24 hours.
- 6) Notify human resources when home testing supplies are running low ensuring at least two weeks of notice for additional testing supplies to be ordered and delivered.

References

Appendix A Covid 19 Quick Reference Guide
Appendix B Test Result Interpretation Chart

Appendix A: Covid 19 Quick Reference Guide

Abbott Panbio
COVID-19 Ag RAPID TEST DEVICE
(NASAL)

QUICK REFERENCE GUIDE
REF 41FK11/41FK21

DE
Kundensupport
(NASAL)
Technischer Support:
Abbott.com/POCT

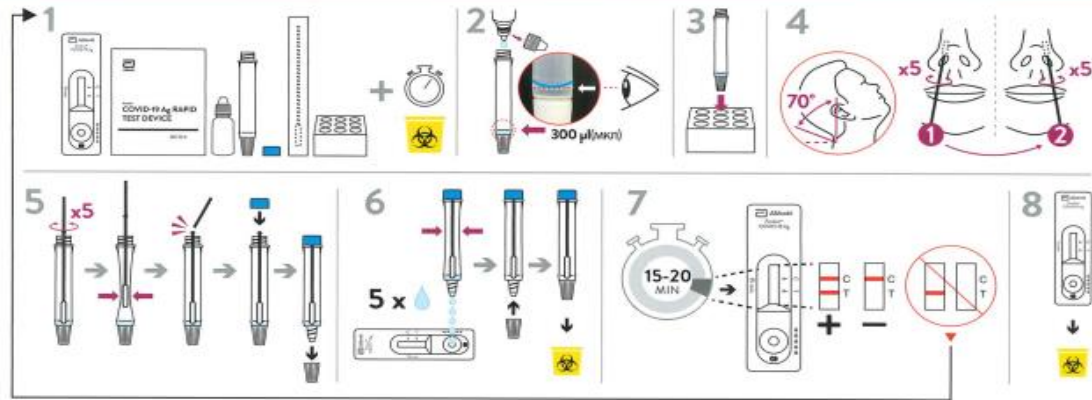
ES
Guía de referencia rápida
(NASAL)
Asistencia técnica:
Abbott.com/POCT

FR
Guide de référence rapide
(Prélèvement Nasal)
Support Technique:
Abbott.com/POCT

IT
Guida Rapida di Riferimento
(NASALE)
Supporto Tecnico:
Abbott.com/POCT

PT
Guia de referência rápida
(NASAL)
Suporte Técnico:
Abbott.com/POCT

RU
Краткое руководство
(назальный тестер)
Техническая поддержка:
Abbott.com/POCT

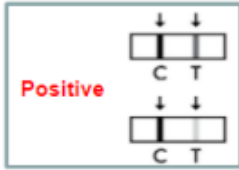
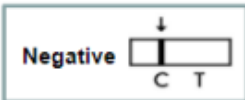



TECHNICAL SUPPORT: ABBOTT.COM/POCT

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41FK11/41FK21-07-QRG-A1

Appendix B: Test Result Interpretation Chart

Test Result Interpretation			
Displayed Result	Test Result	Test Interpretation	Follow-up Action
 <p>Control line is visible</p> <p>Test line is visible</p>	Preliminary Positive	<p>SARS-CoV-2 detected.</p> <p>This is a preliminary positive result.</p> <p>Confirmatory testing using laboratory-based PCR test is required within 24 hours.</p>	<p>Notify your manager immediately.</p> <p>The result is preliminary positive and PCR test is required for confirmation.</p> <p>Self-isolate and follow public health guidance until the result of the confirmatory, lab based PCR test is known.</p> <p>Ensure confirmatory lab based PCR test is performed within 24 hours.</p>
 <p>Control line is visible</p> <p>Test line is NOT visible</p>	Negative	<p>SARS-CoV-2 NOT detected.</p> <p>This is a screening test result, and only applies if there are no symptoms present and no known exposure to COVID-19.</p>	<p>The result is negative, but a false negative is still possible.</p> <p>Continue to follow all infection prevention and control measures in place.</p>
 <p>Control line is NOT visible</p>	Invalid	<p>Test is uninterpretable due to test failure; no result is available.</p>	<p>Conduct repeat testing with a second specimen using the COVID-19 Ag Rapid Test supplied by the Town.</p>