


YWCA TORONTO

Manual: Administrative Manual	Section: 6
Subject: COVID-19 Vaccination Policy	Number: 6.A4.5 Page: 1 of 6
Approval: 	Created: August 2021

Purpose

YWCA Toronto is committed to providing and maintaining a work environment that is safe and healthy, protecting employees, participants and volunteers from injury, illness and accidents.

The purpose of this policy is to implement health and safety measures that reduce the risk of exposure to COVID-19 to participants and staff in YWCA Toronto programs and offices and to outline organizational expectations with regards to COVID-19 immunization of staff, student placements, and volunteers.


YWCA Toronto reserves the right to amend this policy at any time. Amendments to the policy may be required due to changes in risk assessment, public health, government or program funder guidance/directions and applicable laws.

Background

YWCA Toronto recognizes the importance of immunization of staff, student placements, and volunteers due to the nature of their work with vulnerable community members and potential for exposure in the community. This COVID-19 immunization policy aims to protect the health of participants, staff and all other individuals in YWCA Toronto programs and offices.

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease and death increases with age and is elevated in those with underlying medical conditions.

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Policy


As an infection prevention and control measure to protect the safety of participants and staff from potential exposure to COVID-19 in YWCA Toronto programs and offices:

1. Frontline essential services onsite staff, student placements and volunteers are strongly encouraged to obtain the COVID-19 vaccine in a YWCA Toronto essential services program, unless contraindicated for medical reasons. (As of June 2021, essential services onsite programs include: Homeless Shelters, VAW Shelters, Permanent Housing and Bergamot Early Learning Centre and Property Services within these programs)
2. All other YWCA staff, student placements and volunteers are also strongly encouraged to obtain the COVID-19 vaccine, unless contraindicated for medical reasons, in anticipation of the re-opening of programs and offices in October 2021.
3. Participants are strongly encouraged to obtain the COVID-19 vaccine unless contraindicated for medical reasons.

Outbreak Precautionary Measures

In order to protect participants and employees from transmission of the virus during an outbreak, unvaccinated employees who normally come into contact with participants/staff will be required to wear additional personal protection equipment ("PPE") as determined by the YWCA to be necessary. The YWCA may temporarily call-upon such employees to perform different tasks if suitable and productive tasks are available for them. If the YWCA determines that redeployment is not available, and the risk posed by the employee cannot be adequately mitigated by additional PPE, then the employee will be eligible to use their personal credits (i.e. vacation and overtime, sick time) to remain off work with pay (or they may be placed on an unpaid leave of absence/Infectious Disease Emergency leave).

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Individuals have a choice to make about getting vaccinated and we will support people in making an informed choice by providing information to our employees and participants.

Each employee must provide one of the following (by completing the Vaccine Policy Form (Appendix A), either electronically or hard copy, and attaching any necessary documentation):

1. Proof of COVID-19 vaccine administration 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.
(see procedures below for proof that is acceptable)

OR

2. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:

- a. that the person cannot be vaccinated against COVID-19 due to a medical condition; **and**
- b. the effective time period for the medical reason (i.e., permanent or time-limited).

Other exemptions based on grounds protected by the Human Rights Code (such as religion) will be considered on a case by case basis. Individuals requesting an exemption on a protected ground under the Human Rights Code should make their request in writing, along with support evidence for consideration.

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OR

3. Proof that the individual has completed an educational program approved by YWCA Toronto about the benefits of vaccination and risks of not being vaccinated if not providing proof of vaccination or a Code protected need for exemption.

All employees that are currently working on-site must complete this form and send any necessary documentation to their Human Resources Generalist by September 7, 2021.

All employees that are currently working remotely must complete this form and send any necessary documentation to their Human Resources Generalist by October 1, 2021 in anticipation of the re-opening of offices/full programming on October 18, 2021.


Procedures for Providing Proof of Vaccination

For employees that fall under Option 1 above, eligible proof of vaccination includes:

- The vaccination receipt slip you received post-vaccination (copy of receipt or email of receipt).
- You can also print your vaccination confirmation receipt from the following website: <https://covid-19.ontario.ca/book-vaccine/> (enter your personal information then choose the option to print your vaccination receipt).

Eligible proof of vaccination must be provided to the Human Resources (HR) Department. HR will advise Program Managers/Directors if additional controls/measures are required for individual staff/students/volunteers if/when necessary.

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Educational Program

The educational program has been approved by and/or provided by *YWCA Toronto* 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; and
- possible side effects of COVID-19 vaccination.

Privacy and Confidentiality

Vaccination status will be kept on file confidentially (in electronic and or/hard copy) by the Human Resources Department.

Documented medical or other Human Rights Code based reason for not being vaccinated will be kept confidential (in electronic and/or hard copy) by the Human Resources Department.

For employees that fall under Option1, Human Resources will advise Program Managers/Directors if additional measures are required for individual staff, if/when necessary.

Other Infection Prevention and Control Measures

In accordance with public health advice, staff that obtain the vaccine are required to continue to follow site-specific infection prevention and control measures including screening, physical distancing, wearing the appropriate PPE and hand hygiene.

Non-compliance with the policy

Failure to adhere to this policy may result in disciplinary action up to and including termination of employment.

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Vaccine Support for Staff

YWCA Toronto will participate in vaccine clinics for staff and participants as they are available. YWCA Toronto will work towards providing access to the vaccine to all staff and participants.

Time spent travelling to and from and while obtaining the vaccine will be considered work time.

YWCA Toronto will distribute credible information related to the vaccine to staff and participants and will arrange for informational sessions related to the vaccine.