



SENSITY DEAFBLIND AND SENSORY SUPPORT NETWORK OF CANADA POLICY AND PROCEDURE MANUAL

SUBJECT: COVID-19 VACCINATION POLICY	PAGE 1 OF 2
SECTION: 10.25 HEALTH AND SAFETY	EFFECTIVE DATE: April 2021 REVISED: September 9, 2021

PURPOSE

This policy is designed to assist Sensity in providing a safe work environment not only for its employees, volunteers and students, but also for the people that we serve.

SCOPE

This policy shall be applied to all persons employed at Sensity, contractors, students and volunteers ("referred to for the purposes of this policy as **"staff"**).

POLICY

The COVID-19 pandemic has caused significant morbidity and mortality. COVID-19 is spread primarily through respiratory droplets. Individuals with certain pre-existing medical conditions are at a higher risk for more severe symptoms after contracting COVID-19.

When COVID-19 vaccines become available to staff, Sensity expects staff to receive the COVID-19 vaccination. Sensity is committed to supporting all staff who wish to receive a COVID-19 vaccination.

VACCINE SAFETY

Several vaccines have been approved for use in Canada. Any approved vaccines have been shown to be safe and effective against COVID-19. Understanding how COVID-19 vaccines are approved, how they work and possible side effects is important. Sensity recommends that all staff, volunteers, and students become educated on the available vaccines and consult their doctor for specific advice and guidance.



DEFINITIONS

“Full vaccination” or **“fully vaccinated”** is defined as meaning that a staff has met both of the following criteria:

- a) They have received all required doses of a full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the Public Health Agency of Canada (PHAC), (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series) and any boosters that may be recommended to be considered fully vaccinated in accordance with the PHAC’s recommendations; and
- b) At least 14 days have passed since they received their final dose of the COVID-19 vaccine.

Being **“unvaccinated”** or **“not vaccinated”** is defined as not meeting the above criteria.

PROCEDURE

A. EXISTING STAFF

1. **Support for Vaccination.** Sensity has reached out to Public Health to gather information on local vaccinations clinics and we have shared dates and location of clinics dedicated to front line staff in the sector and have encouraged staff to become vaccinated. We have also asked staff to contact their supervisor if there any barriers to attending clinics offered.
2. **Vaccination Status Attestation.** All staff are required to complete Schedule “A” and provide supporting documentation with the following:
 - a) Proof of full vaccination against COVID-19;



OR

- b) Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
 - that the person cannot be vaccinated against COVID-19; and
 - the effective time period for the medical reason (i.e., permanent or time-limited).
 - Proof of medical exemption shall be submitted to hr@sensity.ca;

OR

- c) Decline to be vaccinated after completing a mandatory Educational Program:
 - Staff shall complete an educational program approved by Sensity.
 - Documentation of education of staff will be kept in the staff file
3. **Non-Compliance:** The Attestation requirements above are mandatory and failure to fully comply with one of the three above options will result in a progressive discipline, up to and including termination of employment.
4. **Rapid Antigen Testing.** Consistent with government mandated vaccination policy requirements, unvaccinated staff are obligated to arrange for (pay for, if applicable) and provide results of a negative COVID-19 antigen test twice a week. This requirement will be more frequent should an outbreak in the workplace occur or upon advisement from Public Health, Chief Medical Officer or MCCSS. Unvaccinated staff who refuse to participate in Rapid Antigen Testing will be subject to discipline up to and including termination for cause, subject to any human rights related accommodation obligations that may apply.



5. **Restrictions on Secondary Employment.** Consistent with government regulations and emergency orders, unvaccinated staff will continue to be restricted from engaging in secondary employment in other high-risk settings. Once fully vaccinated, staff are permitted to resume secondary employment activities effective September 23, 2021. In the event of an outbreak in either employment setting, staff must report the outbreak to Sensity and work for one employer only until the outbreak is resolved.
6. **Leaves of Absence During Outbreak.** For their own safety and the safety of others, unvaccinated staff may not be permitted to work in locations that are experiencing an actual or suspected outbreak of COVID-19. Staff may be transferred to an alternate work location where reasonably possible. Failing this, the unvaccinated staff may be placed on an unpaid leave of absence until such time as Public Health has confirmed that any outbreak is over or that there are no cases of COVID-19 within their regular work location. Unvaccinated staff will be permitted to use their sick pay, vacation pay or other paid time off accruals if any during outbreak related leaves of absence.
7. **Alternative Measures.** In addition to rapid antigen testing requirements, unvaccinated staff may be subject to additional alternative measures, including enhanced PPE.
8. **Accommodation.** Should a staff decline the COVID-19 vaccination, once available to them, for reasons related to disability, creed or any other grounds protected by the Human Rights Code, Sensity reserves the right to ask for information to substantiate the grounds, further to Sensity's normal workplace accommodation process. Sensity is committed to human rights accommodation up to the point of undue hardship where a person is unable to vaccinate for human rights protected reasons. Such situations will be assessed on a case-by-case basis.

B. PROSPECTIVE STAFF

- a. Any offer made to a prospective staff will be conditional on proof of



- vaccination for COVID-19 and commitment to maintaining vaccination in good standing throughout the pandemic and in accordance with Public Health Guidelines.
- b. Prospective staff who are only able to produce proof of having received a single dose of a vaccine requiring two doses will be required to provide proof of their second dose within six weeks of their date of hire, failing which their employment will be terminated for failing to satisfy a condition of employment. Until such proof is received, the staff will be subject to the same policies as an unvaccinated staff.
 - c. Prospective staff will have one (1) week from the date of offer to complete **Schedule "A"** attached and produce satisfactory proof of having received at least one dose of COVID-19 vaccine. In case of a failure to provide appropriate documentation, Sensity will rescind the offer of employment. No conditionally hired prospective staff will be permitted to perform work until such requirement is satisfied.

Other COVID-19 Protective Measures:

Sensity will follow all guidance from the Ministry of Health and/or the Ministry of Children, Community and Social Services with regard to personal protective equipment (PPE) or any other protective measures. All staff, volunteers and students must continue to comply with Sensity's policies, protocols and rules with respect to physical distancing, masking, screening, personal protective equipment and any other measures intended to reduce the risk of transmission of COVID-19.

All Sensity policies with respect to COVID-19 protective measures continue to apply to all vaccinated and unvaccinated staff, volunteers and students, including the following:

- 10.24 Pandemic Preparedness
- 10.19 Personal Protective Equipment
- 10.17 Infection Control/Contact with Biological and Bodily Fluids
- Preparedness Plan
- Schedule A – Vaccination Attestation Form



SCHEDULE A – COVID-19 VACCINATION ATTESTATION FORM

Sensity continues to be committed to the safety of our team members and people supported, including providing protection from COVID-19. Along with our existing public health and personal protective measures, the COVID-19 vaccine is the most effective way to protect ourselves and the people we support, colleagues and community from COVID-19.

It is important that Sensity knows the vaccination status of team members to ensure a safe environment for everyone who works, receives supports and visits our premises. In the event of an outbreak, your vaccination status may impact your ability to provide safe resident care or continue activities where there is a potential for transmission.

As per Sensity's Vaccination Policy, all staff are required to submit a record of vaccination and attest to their vaccination status to the Human Resources Department by completing this COVID-19 Vaccination Attestation.

If you have questions about the attestation of COVID-19 status policy, please contact: hr@sensity.ca.

First Name: _____

Last Name: _____

Attestation of Vaccination Decision: [select one option below]

- Fully Vaccinated:** I have been fully vaccinated already and have/will provide a record of vaccination to hr@sensity.ca. *Note, you should have received a vaccination receipt in person or by email upon vaccination. If you do not have a copy, please access the provincial portal, <https://covid-19.ontario.ca/covid-19-vaccine-booking-support#proof-of-vaccination> or call the Provincial Vaccine Booking Line at 1-833-943-3900 or contact your local public health unit.*
- Partially Vaccinated:** I have been partially vaccinated already and have/will provide a record of such vaccination to hr@sensity.ca. I am scheduled to receive my next vaccination within the next six (6) weeks and will provide proof of same upon receipt and until 14 days after becoming fully vaccinated I will acknowledge I will be treated as “unvaccinated” in accordance with Sensity's policy.



- Decline:** I decline for the following reason (select one below)
- **Medical reason:** I am declining to be vaccinated due to medical reasons and will provide written proof by either a physician or nurse practitioner to hr@sensity.ca in the form attached at Schedule "A". The note must include the timeframe for the exemption (i.e. permanent or time-limited).
 - **Religious reasons:** I intend to decline vaccination due to religious reasons and will provide written proof from my religious or spiritual advisor to hr@sensity.ca. I will participate in the COVID-19 Vaccination Education Session when available and provide an attestation of my participation no later than September 24, 2021
 - **Not getting the vaccine:** I do not intend to receive COVID-19 vaccination. I will participate in the COVID-19 Vaccination Education Session when available and provide an attestation of my participation no later than September 24, 2021.

Note: Declining vaccination for any reason will result in an employee undergoing mandatory rapid antigen testing two times per week. Testing must be undertaken outside of the employee's scheduled hours of work and at the employee's expense.

Signature: _____ Date: _____