



<b>Policy #</b>	100 – 362 v0.1	<b>Original approval date:</b>	2021-09-07
<b>Category:</b>	Organizational Wide	<b>Effective date:</b>	2021-09-07
<b>Prepared by:</b>	People & Culture	<b>Last reviewed date:</b>	2021-09-07
<b>Approved by:</b>	President & CEO	<b>Next scheduled review date:</b>	2022-09-07

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## ***Vaccination Policy***

### **Preamble**

WoodGreen supports vaccination as an essential measure to be undertaken, in conjunction with other infection prevention and control practices, to reduce the spread of COVID-19 in the workplace and to keep our staff, clients and community safe. COVID-19 was classified as a pandemic on March 11, 2020. Throughout 2020 and early 2021, cities, provinces and countries introduced significant restrictions to regular activities in an effort to limit the spread of COVID-19 and the potential tragic impact it had on their communities. In December 2020, Health Canada approved a number of vaccines that are safe, reliable and effective for reducing the spread of the illness and its impact on vaccinated individuals who become infected following vaccination. In the summer of 2021, COVID vaccines were made readily available to all Ontarians over the age of 12 years old. In August 2021, the Ontario Government introduced directives requiring all child care centres and organizations covered under the Home and Community Act, to implement a Vaccination Policy.

WoodGreen expects all employees, students, contractors and volunteers who are working at any WoodGreen location to be fully vaccinated by a Health Canada approved vaccine. Cases where employees cannot be vaccinated for grounds protected by the Ontario Human Rights Act (i.e. medical reasons) will be reviewed on a case by case basis.

### **Definitions**

COVID-19 - 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 increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions.

Fully vaccinated – A minimum of 14 days has lapsed since the individual has completed a (WHO) Health Canada approved course of vaccination for COVID-19 immunization.

Co-located Community Partner Staff: Individual who regular reports in person to a WoodGreen Community Services office more than twice a month for the purpose of providing services to clients.

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Directive #6 - A directive issued by the Chief Medical Officer of Health requiring Hospitals and Home Care and Community Services providers to develop, implement and enforce a vaccination policy.

WoodGreen Site - A location out of which WoodGreen operates and has a dedicated staff office.

Contractors - An individual who is employed by a third party who provides services onsite for a fee, this excludes delivery persons.

## **Policy Statement**

All employees, co-locate partner staff, students, volunteers and contractors will provide:

1. proof of full vaccination against COVID-19; or
2. written proof of a medical reason, provide by a physician or registered nurse in the extended class that sets out: (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason;

Where an employee, co-located partner staff, students, volunteers and contractors are unable to provide proof of full vaccination on the effective date of this policy, they will be required to complete a mandatory education session by September 30, 2021 which includes information on:

1. how COVID-19 vaccines work;
2. vaccine safety related to the development of the COVID-19 vaccines;
3. the benefits of vaccination against COVID-19;
4. risks of not being vaccinated against COVID-19; and
5. possible side effects of COVID-19 vaccinations.

## **Procedures**

### **1. ACTIVE STAFF**

#### **Proof of Vaccination**

Staff shall provide People & Culture with proof that they are fully vaccinated for COVID-19 by submitting an electronic copy of their vaccination receipt to People & Culture via email to [staffvaccination@woodgreen.org](mailto:staffvaccination@woodgreen.org) by September 15, 2021.

#### **Provide Proof of Bona Fide Exemption on Ground Protected by the Ontario Human Rights Act**

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Employees may also submit written proof of a medical reason, provided by a physician or registered nurse in the extended class (Nurse Practitioner), that sets out:

- The employee has a valid medical reason for not being fully vaccinated against COVID-19, and the effective time-period for the medical reason.

Employees who are have a bona fide exemption to the requirement to obtain vaccination under a ground other medical will need to submit documentation to the satisfaction of WoodGreen to substantiate their entitlement no later than September 15, 2021.

Staff who have not submitted proof that they are fully vaccinated will be required to provide proof of a negative Rapid Antigen Test (RATs) result administered:

- No less than 3 times per week for staff who work on a full-time basis.
- Within 48 hours of their scheduled work day for all other staff.

Staff will be required to collect RATs from the People & Culture team at 815 Danforth Avenue and will be required to self-administer the test at home and submit an attestation that that they have received a negative test within 48 hours of the start of their scheduled shift.

Staff who screen positive on the RATs are not to report to work. They are required to immediately report their results using the RATs screening application and to proceed to obtain a PCR test from a local COVID-19 assessment centre as soon as reasonably possible, ideally same day, subject to availability of testing appointments/access to drop-in testing clinics. As per standard work practices, they must notify their Supervisor that they are unable to report to work.

Staff who submit a request for an exemption to the vaccination policy based on grounds protected by the Ontario Human Rights Act that are not medical, must submit a request outlining the grounds for the exemption and how complying with the vaccination process is contraindicated. These staff will still be required to complete the mandated education program.

### **PARTIALLY VACCINATED STAFF**

A staff member who has initiated vaccinated but has yet to receive both doses of the vaccine prior to August 24, 2021 must participate in Rapid Antigen Testing (RATs) until 14 days have lapsed since receiving their second dose. Staff will be expected to complete their course of vaccination (receive both doses) as soon as possible and will be expected to book their second dose appointment before October 31, 2021.

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Staff who have not submitted proof that they are fully vaccinated will be required to provide proof of a negative Rapid Antigen Test (RATs) result administered:

- No less than 3 times per week for staff who work on a full-time basis.
- Within 48 hours of their scheduled work day for all other staff.

Staff will be required to collect RATs from the People & Culture team at 815 Danforth Avenue and will be required to self-administer the test at home and submit an attestation that that they have received a negative test within 48 hours of the start of their scheduled shift.

Staff who screen positive on the RATs are not to report to work. They are required to immediately report their results using the RATs screening application and to proceed to obtain a PCR test from a local COVID-19 assessment centre as soon as reasonable possible, ideally same day, subject to availability of testing appointments/access to drop-in testing clinics. As per standard work practices, they must notify their Supervisor that they are unable to report to work.

### **UNVACCINATED STAFF**

Staff who fail to submit proof that they have initiated vaccination or submitted medical exemption by September 7, 2021 will be enrolled in a COVID Vaccination ilearn module. Staff must complete this training module, on their own time, no later than September 30, 2021. Staff who fail to complete the education program by September 30, 2021 may not be permitted to work until they have completed the education program and may be subject to disciplinary action.

Staff will be encouraged to initiate vaccination upon completion of the vaccination training and submit written proof that they have initiated the vaccination process.

Staff who have not submitted proof that they are fully vaccinated by September 15, 2021 will be required to provide proof of a negative Rapid Antigen Test (RATs) result administered:

- No less than 3 times per week for staff who work on a full-time basis.
- Within 48 hours of their scheduled work day for all other staff.

Staff will be required to collect RATs from the People & Culture team at 815 Danforth Avenue and will be required to self-administer the test at home and submit an attestation that that they have received a negative test within 48 hours of the start of their scheduled shift.

Staff who screen positive on the RATs are not to report to work. They are required to immediately report their results using the RATs screening application and to proceed to obtain a

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PCR test from a local COVID-19 assessment centre as soon as reasonable possible, ideally same day, subject to availability of testing appointments/access to drop-in testing clinics. As per standard work practices, they must notify their Supervisor that they are unable to report to work.

Staff who have not provided proof of vaccination or written proof of exemption on grounds protected by the Ontario Human Rights Act (ie. Medical) by October 31, 2021 will be placed on an unpaid leave starting November 2, 2021.

### **2. NEW STAFF**

All new staff will be required to submit written proof of full vaccination as a condition of employment and prior to their first day of work.

The requirement that staff be fully vaccinated will be included on all job postings effective September 7, 2021.

All staff who have commenced the application and screening process for a vacant position prior to the vaccination requirement will be notified of this expectation as early as possible in the recruitment and selection process.

At WoodGreen's sole discretion, an individual may be permitted to start employment prior to being fully vaccinated provided they have submitted proof that they have initiated the vaccination process prior to the start of their employment and they have a scheduled second dose vaccination appointment within 31 days of when the first dose was administered.

New staff who have not submitted proof that they are fully vaccinated at the time of hire will be required to provide proof of a negative Rapid Antigen Test (RATs) result administered:

- No less than 3 times per week for staff who work on a full-time basis.
- Within 48 hours of their scheduled work day for all other staff.

Staff will be required to collect RATs from the People & Culture team at 815 Danforth Avenue and will be required to self-administer the test at home and submit an attestation that that they have received a negative test within 48 hours of the start of their scheduled shift.

Staff who screen positive on the RATs are not to report to work. They are required to immediately report their results using the RATs screening application and to proceed to obtain a PCR test from a local COVID-19 assessment centre as soon as reasonable possible, ideally same day, subject to availability of testing appointments/access to drop-in testing clinics. As per

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standard work practices, they must notify their Supervisor that they are unable to report to work.

### **3. CO-LOCATED COMMUNITY PARTNER STAFF**

Should a staff member of a partner organization work in-person at one of WoodGreen sites on a regular and consistent basis, WoodGreen will require the partner organization to provide WoodGreen’s People & Culture team with written confirmation that the organization has a vaccination policy and that their staff member has met their criteria set out in Directive #6 to continue to work.

The partner organization will be responsible for ensuring the unvaccinated staff member who has an exemption to being vaccinated due to grounds protected by the Ontario Human Rights Act complete the Rapid Antigen testing within 48 hours of being onsite at WoodGreen.

Staff members from partner organizations who visit a WoodGreen site periodically for meetings or to assess a client, will be treated as a visitor and will be screened in accordance with WoodGreen’s *Managing Client and Visitor Interaction Policy*.

### **4. STUDENTS**

Students shall provide proof that they are fully vaccinated for COVID-19 by submitting an electronic copy of their vaccination receipt to Volunteer Services by September 7, 2021.

Students may also submit written proof of a medical reason, provided by a physician or registered nurse in the extended class (Nurse Practitioner), that sets out:

- The student has a valid medical reason for not being fully vaccinated against COVID-19, and, the effective time-period for the medical reason.

Any student who has started their placement prior to September 7, 2021 and who is unable or unwilling to provide WoodGreen with proof of vaccination for any reason will not be permitted to work onsite and WoodGreen will explore opportunities to accommodate remote or virtual placement opportunities.

### **5. VOLUNTEERS**

Volunteers shall provide proof that they are fully vaccinated for COVID-19 by submitting an electronic copy of their vaccination receipt to Volunteers Services by September 15, 2021.

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Only Volunteers who have submitted proof that they are fully vaccinated will be permitted to volunteer in person.

## **6. CONTRACTORS**

Any Contractor who is assigned to perform work onsite within one of Congregate Living Settings or at a child care location during regular operating hours will be required to provide WoodGreen with written proof that they are fully vaccinated prior to being granted access to the facility.

BUILDING Services will maintain a list of vaccinated Contractors who can be called to provide services to our Congregate Living settings.

CONTRACTORS who only perform virtually will not be covered by this policy.

Contractors who provide onsite work onsite at a location that is not defined as a Congregate Living or Child Care Setting will not be covered by this policy and will be screened as a visitor in accordance with WoodGreen's ***Managing Client and Visitor Interaction Policy***.

## **7. CLIENTS, TENANTS & VISITORS**

Proof and disclosure of a client and/or tenants vaccination status will not be required to access services and will be screened as a visitor in accordance with WoodGreen's ***Managing Client and Visitor Interaction Policy***.

Where a client is a participant of a group program and WoodGreen has been notified of a confirmed COVID positive case in the cohort, participants will be required to provide proof of vaccination status in order to be exempt from a mandatory 10 day self-isolation period from the last potential exposure date.

Where a client has been assessed as being a close contact to COVID positive case through contact tracing completed by WoodGreen, and the services received from WoodGreen do not support activities of daily living, the client will be required to provide proof of fully vaccination in order to continue to receive in-person services for 10-days from the last potential exposure date.

## **Compliance**

Failure to comply with this policy may result in disciplinary action being taken, up to and including the termination of employment, student or volunteer placement, or purchase of service agreement (for contractors).



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## **Documentation and Tracking**

People & Culture will be responsible to collect and report staff information to funders and regulatory bodies to demonstrate compliance to directive and operational guidance.

This documentation will be collected and stored centrally by People & Culture. Documents may be made available to an inspector or Program Advisor as required under the Ministry of Education or other funders or regulators to demonstrate compliance with directives and regulations.

Information will be shared with funders in an aggregate, non-identifying form as may be required:

- o The number of staff who have provided proof of being fully vaccinated against COVID-19;
- o The number of staff who have provided a documented medical reason for not being fully vaccinated against COVID-19;
- o The number of staff who have completed an education session about the benefits of COVID-19 vaccination;
- o The total number of staff who participated in RAT under this policy.
- o The total number of staff.

Volunteers Services will be responsible to collect and report:

- o The number of students who have provided proof of being fully vaccinated against COVID-19.
- o The number of volunteers who have provided proof of being fully vaccinated against COVID-19.
- o The number of students who have provided a documented medical reason for not being fully vaccinated against COVID-19.
- o The total number of students and volunteers.

Housing Business Solutions team is responsible to collect and report:

- o The number of contractors who have provided proof of being fully vaccinated against COVID-19.



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- o The number of contractors who have provided a documented medical reason for not being fully vaccinated;
  - o The total number of contractors to whom this Directive applies.

## **Resources**

### **How to obtain a proof of vaccination**

An individual who has been vaccinated in Ontario and has a **Green Ontario Health Card** can obtain proof from the following website. [Ontario COVID-19 vaccination service \(ontariohealth.ca\)](https://ontariohealth.ca)

An individual who has been vaccinated in Ontario and who has a **red and white health card**, should call the Provincial Vaccination Booking Line at **1-833-943-3900**. The call centre agent can email you a copy of your receipt.

An individual without an Ontario health card, who received their vaccine out-of-province, who did not receive a Canadian approved vaccination, or who has any other questions should contact the public health unit in the region they reside (i.e. Toronto Public Health).

### **Information on how to schedule a vaccination appointment**

Individuals can obtain vaccines at a Provincial Vaccination, Hospital or Community Clinic. In addition, local pharmacies and family physicians may also be administering COVID-19 vaccines. Information on where these are located can be found the Provincial government website at <https://covid-19.ontario.ca/book-vaccine/> .

### **Information on Health Canada Approved Vaccines**

[Vaccines for COVID-19 - Canada.ca](https://www.canada.ca/en/health-canada/services/vaccines-and-biologics/covid-19-vaccines.html)

### **Information on World Health Agency Approved Vaccines**

[COVID-19 vaccines \(who.int\)](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports)

### **Information on COVID-19 Vaccines from Reliable Sources**

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[About COVID-19 Vaccines \(gov.on.ca\)](#) (Ontario Ministry of Health)

[COVID Vaccine Facts - Ask Ontario's Doctors \(askontariodoctors.ca\)](#) (Ontario Medical Association)

[Coronavirus disease \(COVID-19\): Awareness resources - Canada.ca](#) (Government of Canada)\*\*Multilingual -

[COVID-19 Information for the Public | immunizecanada](#) (Immunize Canada)

[NCCIH - National Collaborating Centre for Indigenous Health > Home > ABOUT US > NCCIH in the News](#) (National Collaborating Centre for Indigenous Health)

[Information about the COVID-19 Vaccine in East Toronto – East Toronto Health Partners \(ethp.ca\)](#) (East Toronto Health Partners)