

Health & Safety Policies and Procedures	Policy Effective Date: September 20, 2021
Annual Review/Approval	Policy Approval Date: September 15, 2021
Revision/Approval	Policy Revision Approval Date: December 15, 2021
Approved by:	Board of Directors, YMCA of Three Rivers

PURPOSE

YMCA of Three Rivers (YTR) is committed to making our diverse communities healthier and more vibrant. With dignity and respect, our programs and services inspire individuals to reach their full potential. We continue to recognize that our people are our greatest strength and will make people-first decisions to ensure we can provide a safe environment for our people to work and volunteer.

We have adopted a vaccination and disclosure policy to increase the protection and safety of our workplace. We believe that the COVID-19 vaccine is the best way to protect the workplace from the risks of COVID-19. Vaccines that have been approved for use in Canada have been shown to be safe, as well as effective against symptomatic COVID-19. The purpose of the policy is to reduce the risks of COVID-19 with the increasing concerns of the highly transmissible Delta variant by requiring our YTR employees and volunteers get vaccinated. The likelihood of infections and outbreaks is reduced with increased vaccination — and ultimately helps reduce transmission in our communities allowing more opportunities for people to enjoy activities that support their well-being and quality of life.

Our goal is to safely serve communities in program settings that meet and in some cases exceed public health requirements for infection prevention and control. We have made adjustments to our protocols along the way, based on shifting conditions and evolving guidance from Governments and Public Health authorities. Due to the current conditions of the pandemic, many employers including the Provincial and Federal Governments and other YMCAs across Canada, are implementing a vaccination policy. The Ministry of Education has also issued requirements to have vaccination policies in place for high-risk settings, which includes our licensed Child Care programs.

This Policy adheres to the Occupational Health & Safety Act, the Accessibility for Ontarians with Disabilities Act, the Ontario Human Rights Code and privacy laws.

APPLICATION OF POLICY

This policy applies to all employees, volunteers and 3rd party contractors and vendors gaining access to our sites in order to perform work at the YTR.

Effective the date of this policy, all new employees (as a condition of employment), students, co-op and interns, employees returning from leaves of absences and volunteers prior to their start date or return date will be required to provide proof of full vaccination against COVID-19 or have a Human Rights Code related accommodation exemption that will be assessed prior to their start date.

3rd party contractors and vendors gaining access to our sites will be required to provide proof of full vaccination against COVID-19, which can be done through attestation prior to coming on-site or showing a vaccine receipt prior to entry to the site.

POLICY

YTR employees and volunteers will be required to be vaccinated against COVID-19 in order to help prevent and limit its spread. As outlined in this policy, all employees and volunteers must do one of the following:

1. Provide proof of full vaccination against COVID-19. Depending on your role this may be done through attestation or by submitting a vaccine receipt (see appendix for sample Attestation Form).

OR

2. Provide a documented reason for requesting an accommodation related to a Human Rights Code exemption or conscientious reasons (see appendix for sample Accommodation Request Form).

If option 2 applies, then you will be asked to complete one or both of the following as part of your accommodation plan, depending on your role:

- a. Participate in a vaccination education session approved by the YTR as required for your role.
- b. Complete regular antigen testing prior to entering or coming on-site for your regular scheduled shift or required work duties. Testing kits will be provided at no charge depending on your role and details will be outlined in your accommodation plan (in some instances the testing kit cost will only be covered until March 31, 2022). All testing information collected will be kept confidential. You must allow for appropriate time required to complete testing prior to the start of your shift or work day schedule. Details on the testing procedures will be provided in your accommodation plan.

The Ministry of Education as part of its licensing requirement mandated the introduction of a COVID-19 Immunization Disclosure policy effective September 7, 2021, which aims to protect the YTR child care centers and before and after school program's population including children, employees, volunteers, students on educational placements and any person providing child care

or before and after school program or other services to a child in care. You can learn more about the specific operational details of the Immunization Disclosure policy for our child care centers by visiting [this link](#).

This Vaccination & Disclosure policy for our workplace comprehensively covers all of the mandated requirements.

PROCESS

How to Submit Proof of Vaccination or Request an Accommodation:

All employees and volunteers may begin the process of submitting proof of vaccination or requesting accommodations as of the policy effective date (September 20, 2021).

All employees and volunteers are required to begin the process by visiting [this link](#).

If employees or volunteers cannot be vaccinated because of a medical exemption, then YTR reserves the right to request written confirmation from a physician or nurse practitioner that confirms: (a) there is a medical reason that employees or volunteer cannot be vaccinated against COVID-19 (without the disclosure of the medical condition or diagnosis); and (b) the effective time period for which this medical reason is expected to persist.

If the medical reason that an employee cannot be vaccinated against COVID-19 is temporary, the employee must provide confirmation of COVID-19 vaccination as soon as reasonably possible after that temporary period has ended.

All 3rd party contractors or vendors may begin the process of submitting proof of vaccination by visiting [this link](#) or showing a vaccine receipt prior to entry to the site.

Approved YMCA of Three Rivers Education Session Details (if required for your role):

Based on your role, employees or volunteers may be required to participate in a vaccination education session as part of their accommodation plan.

Reading the following webpage and watching the two videos (“*COVID-19 Vaccine Q&A: What are common side effects of vaccines?*” and “*COVID-19 Vaccine Q&A: Were vaccines tested properly?*”) that appear on the page, will be considered the approved educational session for the YTR. This session will take approximately 10-15 minutes to complete.

Educational Session Link: <https://covid-19.ontario.ca/covid-19-vaccine-safety>

Support for Vaccination:

YTR will provide the following supports for anyone choosing to receive a vaccination:

- Paid time off to get the vaccine and in case of side effects, in accordance with our sick policy or as otherwise required by the *Employment Standards Act*;
- Employee Assistance Program (EAP) supports

DEADLINES:**Deadline for Proof of Vaccination:**

All employees and volunteers will be required to provide proof of full vaccination before their start date or return back from leave date.

An individual is considered “fully vaccinated” two weeks after having had the second dose of a two-dose COVID-19 vaccine series, or two-weeks after receiving a single dose of a one-dose COVID-19 vaccine. All vaccines must be Health Canada approved.

Employees and volunteers who do not provide proof of vaccination prior to their start date or return from leave date, will be assumed to be unvaccinated and will be required to submit a documented accommodation request prior to being able to come on-site to perform work. They will be unable to perform work on-site until their accommodation plan has been approved and communicated back to them and their leader.

Deadline for Requesting an Accommodation:

Employees and Volunteers requiring a Human Rights Code accommodation or conscientious reason exemption, will need to submit their requests before their start date or return from leave date.

Each request made under this area of accommodation will be reviewed on a case by case basis for support and approval by a review committee, in partnership with the individual’s leader.

After a case has been reviewed the employee or volunteer will receive the details of their specific accommodation plan in writing.

It is important to note that part of an accommodation plan may include one or more of the following, depending on the reason for the exemption and the employee’s or volunteer’s role:

- Confirmation from a medical treatment provider or spiritual adviser that there is a basis for not being vaccinated and the duration of the accommodation (for medical reasons without disclosure of the condition or diagnosis);
- Follow infection and prevention control measure which include regular antigen testing prior to entering or coming on-site and additional PPE requirements;
- Where available, flexible working arrangements or critical remote work arrangements may be considered temporarily; and
- If such measures are not feasible, considerations may be given to allow unvaccinated individuals to use their vacation time or an unpaid leave of absence until an arrangement is assessed for the situation.

CONFIDENTIALITY & PRIVACY:

We will only collect, use, and disclose information regarding an individual's vaccination status in accordance with our Privacy Policy and all applicable privacy laws. This information will only be used to the extent necessary for implementation of this Policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

The Personal Health Information Protection Act permits the collection, use and disclosure of personal information without consent in specific and limited circumstances. For example, personal health information collected by the YTR pursuant to this Policy is permitted for the purpose of ensuring the health, safety and welfare of workers and workplace. Personal information may be shared without consent if the collection is required by law, for an investigation, or emergency.

The privacy and confidentiality of vaccination proof status and other personal health information will be maintained in the strictest confidence. The YTR People Team shall retain all material regarding personal health information in their Human Resources Information System (HRIS) - ADP Workforce Now for all employee information collected and Charity Republic (Volunteer Management System) for all volunteer information collected. Vaccination attestation records will be maintained for the period of employment of the employee or volunteer plus 2 years.

Participants in any YTR program do not have permission to access information about the vaccination status of employee or volunteers without the express consent of employee or volunteers.

OTHER CONSIDERATIONS:

Employees and volunteers who are not fully vaccinated and who require accommodation for conscientious reasons, will be restricted from coming on-site to a YTR location to perform work.

YTR will work with employees on a case by case basis to determine ways in which substantial duties of employment can be performed while complying with obligations to maintain a safe workplace under the *Occupational Health and Safety Act*. In so doing, YTR may work with employees to follow infection and prevention control measures including regular antigen testing prior to entry or coming on-site, to acceptable restrictions or modifications of individuals' duties, require employees to work from home (where permissible and acceptable to YTR), place employees on an unpaid leave absence as may be permitted under the *Employment Standards Act*, or end employment.

Compliance with this Policy is critical to YTR's efforts to reduce the risk of contracting COVID-19. Employees or volunteers who fail to comply with this Policy may be subject to discipline up to and including the cessation of employment or volunteer status.

If an employee or volunteer misrepresents their vaccination proof status, the employee or volunteer will be subject to discipline up to and including cessation of employment or volunteer status for just cause.

If a 3rd party contractor or vendor misrepresents their vaccination proof status, this will be reported to the contractor or vendor company to be dealt with, up to and including ending the contractor or vendor management relationship if required.

REVIEW OF POLICY:

YTR will maintain and revise this Policy as required in response to public health guidance and the evolving conditions of the COVID-19 pandemic. This policy will be reviewed and updated to reflect the latest scientific research, guidance and legislation from provincial health authorities as well as provincial and federal governments. YTR expressly reserves the right to revise some or all requirements identified in this Policy without notice.

Appendix - Vaccination Attestation

I affirm that I have received and reviewed the Vaccination and Disclosure Policy

I affirm that I am “fully vaccinated against COVID-19”.

In this attestation, “fully vaccinated against COVID-19” means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago.

I affirm that all of the information and answers provided herein and any accompanying supporting documentation are complete, true and correct to the best of my knowledge and belief as required by law. I understand that any misrepresentation, falsification, or omission of any material facts may render this attestation void.

I make this attestation conscientiously knowing that YTR is relying on the above representations about my COVID-19 vaccination status, and knowing that it is received as being of the same force and effect as if made under oath.

Name: _____

Date (Month/Day/Year): _____

Signature: _____

**Appendix – Accommodation Request Form
Human Rights Code or Conscientious Reason Exemption**

Employees and Volunteers requiring a Human Rights Code or conscientious reason accommodation for the COVID-19 vaccination, must complete the following form. Each request made will be reviewed on a case by case basis for approval by a review committee, in partnership with the individual’s leader.

Each accommodation request will require a reason to be provided, an identification if the exemption is permanent or temporary. All temporary requests the will require a date at which time a reassessment for COVID-19 eligibility will be performed.

I affirm that I have received and reviewed the Vaccination and Disclosure Policy

Name: _____

Request Date: _____

Accommodation Reason (identify if your reason is for Medical*, Religion*, Pregnancy, Other protected grounds under the Human Rights Code or Conscientious Reason):

*Medical or Religious confirmation may be requested.

Identify which exception is required (Permanent or Temporary):

_____ This request will require a permanent exemption for the COVID-19 vaccination.

_____ This request will require a temporary exemption for the COVID-19 vaccination.

If temporary, this request will be reassessed on _____.
Month/ Day/ Year/

Leader Name: _____

Service Area: _____