



## STAFF AND VISITOR(S) - (SARS-CoV-2) COVID-19 IMMUNIZATION

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| <b>Issued by:</b> Infection Control Services | <b>ISSUE DATE:</b> June 29, 2021 |
| <b>MANUAL:</b> Infection Control             | <b>SECTION:</b> Immunizations    |

### VALUE STATEMENT

Our organization recognizes the importance of immunization of staff members, placement students, and volunteers due to the nature of their work with vulnerable seniors and potential for exposure in the community. In continuing with our core value of *Excellence*, the organization is dedicated to promoting wellness for residents/patients, staff and volunteers.

### OBJECTIVE

The purpose of this policy is to outline organizational expectations with regards to COVID-19 immunization of staff, placement students, and volunteers. This COVID-19 immunization policy aims to protect the organization's population including residents/patients, staff, students and volunteers.

All eligible staff, placement students, and volunteers are strongly encouraged to receive a COVID-19 vaccine, unless it is medically contraindicated.

### DEFINITIONS

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.

The following terms are defined in Director #3 from the Chief Medical Officer of Health for the Province of Ontario

- Essential Visitors – includes a person performing essential support services or a person visiting a very ill or palliative resident/patient.
- Essential Caregivers are individuals who are not staff or essential visitors that provide care services to one resident/patient.
- General Visitors – individuals coming to see a resident/patient who do not fall into another of the two categories above.
- Staff – those employed by the long-term care home, including agency members.

### POLICY

This policy applies to:

- All workers regardless of employment status and people employed by an employment agency
- Physicians
- Students participating in an educational placement in the facility
- Volunteers

- All visitors (including essential visitors, essential caregivers and general visitors)
1. All staff, Physicians, students and volunteers must provide written documentation of receiving the COVID-19 vaccine as per the following requirements:
    - a. Any new physicians, staff, support workers, student placements and volunteers must provide proof that they have received all required doses, or a valid medical exemption, before attending the facility to work, train or volunteer
    - b. Proof of all required doses of a COVID-19 vaccine approved by Health Canada.

Sample of acceptable proof of vaccination;

**Ontario** 

**Ministry of Health**  
**Ministère de la Santé**

Name/Nom: [Redacted]  
Health Card Number/Numéro de la carte Santé: [Redacted]  
Date of Birth/Date de naissance: [Redacted]  
Date/Date: 2021-05-16, 3:45 p.m.  
Agent/Agent: COVID-19 mRNA  
Product Name/Nom du produit: PFIZER-BIONTECH COVID-19 VACCINE mRNA  
Diluent Product: PFIZER Diluent 0.9% Sodium Chloride  
Lot/Lot: [Redacted]  
Dosage/Dosage: 0.3ml  
Route/Voie: Intramuscular / intramusculaire  
Site/Site: Left deltoid / deltoïde gauche  
You have received 1 valid dose(s) / Vous avez reçu 1 dose(s) valide(s)  
Vaccine Administered By/Vaccin Administré par: [Redacted]  
Registered Practical Nurse  
Authorized Organization/Organisme agréé: [Redacted]  
Note: Only valid doses are counted / Remarque: Seules les doses valides sont comptées

Please remain on the premises for the next 15 minutes for observation. You are free to leave the vaccination clinic at 3:58 PM / Veuillez rester sur place pendant les 15 prochaines minutes aux fins d'observation. Vous pouvez quitter la séance de vaccination à 3:58 PM.

- c. All staff, Physicians, students and volunteers must receive their first dose of COVID-19 vaccine by November 15, 2021, in order to work, train or volunteer within our organization, **and receive all required doses of their vaccine series by December 12<sup>th</sup> in order to continue working**
- d. All general visitors, essential visitors, and essential caregivers will be required to show proof of being fully immunized in order to be granted permission into the facility as of November 30<sup>th</sup>, 2021.
- e. Those essential visitors and essential caregivers who are not immunized will be granted access to visit only with the resident for whom they are deemed an essential visitor or essential caregiver with the following protocols:
  - Rapid antigen testing shall occur at each visit;
  - A face mask and gown must be worn at all times; and
  - The essential visitor/essential caregiver must report to the screening table inside the building entrance upon arrival, and once screened, proceed directly to the resident's room without stopping in any other locations along the way. The visitor

must remain in the resident's room for the duration of their visit.

2. Where a valid reason for medical exemption exists, written documentation of the medical exemption from either a physician or nurse practitioner must be provided to the Occupational Health Coordinator. The exemption note must be on the approved form from the Ministry of Health: [https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/vaccine/COVID-19\\_sample\\_medical\\_exemption\\_template.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/vaccine/COVID-19_sample_medical_exemption_template.pdf). Refer to the following link for valid reasons for a medical exemption: [https://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/vaccine/medical\\_exemptions\\_to\\_vaccination.pdf](https://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/vaccine/medical_exemptions_to_vaccination.pdf).
3. Regardless of immunization status, all individuals will complete the organization's approved Covid-19 educational program annually, which includes the following key elements:
  - 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.

#### **Support for Vaccination:**

The Organization will provide the following supports for individuals who are subject to this policy to receive a vaccine: paid time off while funded by the Ministry to attend the appointment, information on how to book a vaccine appointment, and educational information on COVID-19 vaccine.

#### **Non-compliance with the policy:**

In the event an employee is not fully immunized, in accordance with this policy, human resources policies, and applicable legislation, the employee will be placed on an unpaid leave of absence and will be given thirty days to provide the required documentation of vaccination or medical exemption. Failure to meet this deadline will result in the employee being deemed unfit to work and therefore at risk of termination of employment unless extenuating circumstances warrant an extension of the thirty-day deadline.

In the event an essential visitor or essential caregiver is non-compliant with this policy, as it pertains to unvaccinated essential visitors and essential caregivers, visits will be discontinued for the non-compliant individual and they will not be permitted entry to the building.

#### **Confidentiality Statement:**

Long Term Care homes may be required, pursuant to the Minister of Long-Term Care's Directive - Long-Term Care Home COVID-19 Immunization Policy, to report statistical information to the Ministry of Long-Term Care. No identifying information will be provided to the ministry in relation to this policy; all statistical information will be provided in aggregate form.

#### **PROCEDURE**

Staff are to contact the local Public Health Unit or specific pharmacies to obtain the COVID-19 vaccine. <https://covid-19.ontario.ca/book-vaccine/>

#### **RESOURCES**

[COVID-19 Vaccine Information Sheet](#) (Ontario Ministry of Health)

COVID-19 [vaccines and workplace health and safety: Learn how COVID-19 covid 19 vaccines help protect you and make your workplace safer](#) [English] and [Les vaccins contre la COVID-19 et la santé et la sécurité au travail: Découvrez comment les vaccins contre la COVID-19 covid 19 contribuent à vous protéger et à rendre votre lieu de travail plus sécuritaire](#) [French] (Ontario Ministry of Labour, Training and Skills Development)

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/your-vaccination.html>

<https://www.ontario.ca/page/covid-19-guidance-document-long-term-care-homes-ontario>

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