



<b>A: GOVERNANCE POLICY AND PROCEDURE</b>	
<i>Approval Date</i> <b>2021</b>	<i>Replacing</i> <b>2020</b>
<i>Review Date</i> <b>As needed</b>	<i>Page</i> <b>1 of 2</b>
<i>Contact Person/Department</i> <b>Director of Operations</b>	<i>Identification</i> <b>C7Covid – 4712 Club Policy C1-3128</b>

## **D7 COVID-19 4712 – COVID-19 Vaccination Policy (Club Policy C1-3128)**

### **POLICY**

This policy was established on September 7<sup>th</sup>, 2021 and will become effective September 27<sup>th</sup>, 2021.

### **PURPOSE**

BGC Kawarthas (Club and Foundation) is committed to providing a safe environment for our employees, participants, customers, contractors and the public who access our services.

Public health measures in place protect residents, those individuals receiving services and supports and staff from COVID-19 transmission while supporting individuals' dignity, mental health and well-being by enabling them to engage in the community and maintain key relationships.

Vaccination against COVID-19 helps reduce the number of new cases and, most importantly, severe outcomes, including hospitalizations and death due to COVID-19 for participants and staff. Individuals who are not eligible for vaccines or cannot be vaccinated due to medical conditions need to be protected. Although it is an individual's right to make the decision about whether to be vaccinated or not, it is strongly encouraged that everyone gets vaccinated, and everyone will be supported in accessing a vaccine.

This approach aligns with the Province of Ontario's requirement to have a COVID-19 vaccination disclosure policy

### **Application of the Policy**

Regardless of how often they are at the Club and how much time they spend there or in their respective workplace, this policy applies to:

- Employees and other workers that are or maybe in a participant's environment
- Contractors (including people on contract and people employed by an employment agency or other third party)
- Students working part-time or on an educational placement
- Volunteers and program guests

### **Policy**

Individuals identified above are required to provide:

- Proof of full vaccination against COVID-19. (Full vaccination is defined as having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by

the World Health Organization (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.); or

- Written proof of a medical reason provided by a physician or registered nurse in the extended class (as defined <https://www.cno.org/en/become-a-nurse/classes-of-registration/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 (if applicable);

or,

- Proof (Declaration) of completing an educational session approved by BGC Kawarthas and in accordance with section 4 below about the benefits of COVID-19 vaccination prior to declining vaccination for any reason other than a medical reason.

Proof of the above must be provided to the Executive Assistant ([jfattore@bgckl.com](mailto:jfattore@bgckl.com)) on or before the effective date of this policy and will be stored in their confidential employee (paid or unpaid) HR file; alternatively, non-employees records will be stored in a confidential folder.

Those individuals who have written proof of a medical reason for not being vaccinated or proof of completing an educational session after declining vaccination for a non-medical reason will be required to undergo antigen testing for COVID-19 twice a week and will only be admitted to the facility with proof of a negative test. If a positive test occurs the employee will be directed to self isolate at home, call the health unit, and book a PCR COVID-19 test. For individuals who attend the Club less than 2 times per week, the individual must complete an Antigen Rapid test prior to entry.

BGC Kawarthas will provide antigen tests. If test kits are unavailable due to circumstances outside of the Club's control, the employee will be required: (a) to take time off (use vacation or take unpaid time off) until the Club can provide an antigen test to the employee and the employee is able to produce a negative antigen test result to the Club; or (b) to undertake their own efforts to obtain and complete an antigen test and provide the Club with a negative test result in order to attend the workplace, in accordance with the regular testing intervals set out above.

## **Educational Program**

The educational program has been approved by the Club 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.

A training link will be uploaded into the Club's Yammer site and will be assigned to all employees, students or volunteers requiring education. There is a tracking system to indicate when the employee has completed the course.

## **Accommodations**

Individuals who are not immunized, including those who provide a formal/official documented medical reason for not being vaccinated against COVID-19, will need to complete a COVID-19

vaccination educational session approved by BGC Kawarthas and are required to participate in a rapid antigen testing program in accordance with the regular testing interval set out above.

Any requests for accommodation regarding the requirements of this policy will be reviewed by the Club on a case-by-case basis and will be determined based on, among other things, whether the accommodation: (a) causes or will cause undue hardship to BGC Kawarthas; or (b) will pose a direct threat to the health and safety of other individuals attending the workplace of BGC Kawarthas.

### **Non-Compliance**

Staff failing to follow this policy will not be attend the workplace for work and may request to use vacation or request to take unpaid leave until it is safe for them to return to the workplace.

Non-compliance with this policy will be treated the same as non-compliance with any other workplace policy and may be subject to progressive discipline for the non-compliant employee.

### **Records Retention**

BGC Kawarthas is required to collect, maintain and disclose data pertaining to this vaccination policy.

Upon request, BGC Kawarthas will provide disclosure of non-identifiable information to the Office of the Chief Medical Officer of Health, MED, MCCSS or MOH, including:

- The number of employees, staff, contractors, volunteers, and students that provided proof of being fully vaccinated against COVID-19
- The number of employees, staff, contractors, volunteers, and students that provided a documented medical reason for not being fully vaccinated against COVID-19
- The number of employees, staff, contractors, volunteers, and students that completed an educational session about the benefits of COVID-19 vaccination
- The total number of your employees, staff, contractors, volunteers, and students

### **Confidentiality Statement**

As per s. 77 of O. Reg 137/15 made under the Child Care and Early Years Act, 2014, BGC Kawarthas is required to report such statistical information to the Ministry of Education as may be required. No identifying information will be provided to the ministry in relation to this policy; all statistical information will be provided in aggregate form.

**NOTE: This policy will be updated as required**