

Section: <b>D</b> Subject: <b>Vaccination</b>	Policy Number: <b>D-028</b> Total Pages: <b>5</b>	Approval Date: June 16, 2021
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## **Vaccination Policy**

Community Living-Central Huron is dedicated to ensuring the health, safety and well-being of all employees, volunteers and people supported. To assist in ensuring safe working conditions for employees and volunteers, as well as a safe living environment for people supported, the Agency has developed a Vaccination Policy. As required by relevant legislation, Community Living-Central Huron will take every reasonable precaution for the protection of employees, volunteers and people supported. Non-compliance with the Vaccination Policy is subject to discipline, up to and including dismissal from employment/volunteerism with Community Living-Central Huron.

### **Definitions:**

**Herd Immunity:** A form of indirect protection from infectious disease that can occur with some diseases when a significant percentage of a population has become immune to an infection through vaccination or previous infection.

**Immunity:** The ability of an organism to resist a particular infection or toxin by the action of specific antibodies or sensitized white blood cells.

**Infection Prevention and Control Practices (IPAC):** Evidenced based procedures and practices that, when applied consistently can prevent or reduce the risk of transmission of microorganisms and eliminate sources of potential infections.

**Risk Assessment:** is a term used to describe the overall process or method to identify and control hazards in the workplace.

**Vaccination:** Treatment with a vaccine to produce immunity against a disease; inoculation.

**Vaccine:** A product that stimulates a person's immune system to produce immunity to a specific disease, protecting the person from that disease.

### **Orientation, Training and Education:**

Community Living-Central Huron believes all employees, volunteers and people supported should be afforded the opportunity to make informed decisions with respect to receiving a vaccination. However, should the federal or provincial government invoke a mandatory vaccination practice, the Agency would be required to abide by such directives. The Agency will endeavour to provide employees and volunteers with fact-based information pertaining to vaccinations, such as, but not limited to: resource sites, recommendation to consult with their own health care provider, written information, webinars, related policies and procedures. All Agency policies are reviewed upon hire by employees and volunteers and a minimum of annually thereafter.

The Agency recognizes vaccinations may not be exclusive to a specific disease, as diseases may change, as may the vulnerability and susceptibility of potential targets. Further, there may not always be an available or accessible vaccine for diseases. Therefore, orientation, training and education, as per Agency policies and procedures (e.g., Infection Control Policy, Pandemic, Hazard/Risk) will be adhered to, as a means to reduce the risk of transmission of infection.

**Note: *New hires may be required to provide proof of vaccination.***

**Vaccinations:**

Availability of vaccinations may vary, depending on the disease and development of a vaccine. Community Living-Central Huron will stay abreast of up-to-date information and Ministry requirements with respect to vaccinations, (e.g., COVID-19, flu). The Agency will determine whether or not employees may receive their desired vaccination on work time and will communicate such to in writing to employees and volunteers.

**Outbreaks in Work Locations:**

Should there be an outbreak of a disease in a work location for which there is an available vaccination, employees and volunteers who have chosen not to receive the vaccination, may be required to refrain from reporting to work at that site. A reassignment to an alternate work location and/or temporary remote work will be assessed. Should reassignment or temporary remote work not be possible, employees would be required to use available vacation time or a leave of absence without pay for the duration of the outbreak and until such time Public Health confirmed the outbreak to be over.

**Vulnerable population:**

When employees and/or volunteers are working with people supported who are considered medically compromised, or at a work location considered vulnerable to a particular disease (s), as per a medical professional and/or Public Health, measures may be taken by the Agency to ensure the safety of the person(s) supported. Such measures may include, but not limited to, all employees and/or volunteers working at the location being asked to obtain the appropriate vaccination or required to provide proof of vaccination to specific diseases, as per the recommendation of the Ministry of Health, Ministry of Children, Community and Social Services, Public Health, relevant medical professional, etc.

Should an employee and/or a volunteer be unable to provide proof of vaccination, the following options will be considered:

- enhanced hygiene, screening, PPE (as approved by Public Health and/or MCCSS) at all times when working;
- re-assignment of work/work location (if appropriate);
- restrictions on secondary employment;
- temporary remote work (if appropriate/available);
- modifications to the work location if possible;
- use of vacation leave, if available;
- unpaid leave of absence;
- lay off, as per Collective Agreement and/or Employment Standards legislation.

**Goals and Objectives:**

The goal of this Policy is to increase awareness and education to employees, volunteers and people supported to aid in the prevention and control of infectious disease(s). The Objective is to reduce the number of illnesses/infections and to comply with the Occupational Health & Safety Act. This will be accomplished through a participatory program by the Board of

Directors, Management Staff, all Support Workers, Volunteers and the Committee of Location Health and Safety Representatives.

### **Roles and Responsibilities:**

As with all matters relating to the health and safety responsibilities are shared among the workplace parties (Internal Responsibility System), more specifically:

#### **Employer (Sections 25 and 26, Occupational Health & Safety Act):**

The Employer will:

- abide by the Occupational Health & Safety Act, and all other relevant legislation;
- seek guidance from appropriate Federal and Provincial government bodies with respect to approved vaccinations for employees, volunteers and people supported when in a pandemic.
- take every reasonable precaution in the circumstances for the protection of employees, volunteers and people supported;
- develop protocols and maintain Outbreak Management Procedures and provide all necessary personal protective equipment for employees and/or volunteers who are working, and may not yet have received a vaccination;
- report illness/infections of employees, volunteers and people supported as required (eg. WSIB, MCCSS, Public Health)
- assess the Employer's responsibility for identifying available vaccines and the Agency's decision of permitting employees to receive vaccinations during work hours and communicate such to employees;
- inform employees of their vaccination options and the potential outcomes for non-vaccinations.
- distribute Agency surveys to determine the interest and intent of employees to obtain available vaccinations;
- conduct a periodic review of the Vaccination Policy.

#### **Supervisor (Section 27, Occupational Health & Safety Act):**

The Supervisor will:

- abide by the Occupational Health & Safety Act and all other relevant legislation;
- ensure employees and/or volunteers are aware of and understand the Vaccination Policy and ensure it is implemented in work locations;
- share relevant guidance information and requirements of Federal and Provincial government bodies with employees, volunteers and people supported;
- take every reasonable precaution in the circumstances for the protection of employees, volunteers and people supported;
- ensure approved Agency training and education is provided to employees, volunteers and people supported;
- maintain up-to-date knowledge of guidance, legislation and directives from Public Health Ontario, local Public Health and Ministry of Children, Community and Social Services;

- ensure Substitute Decision Makers of people supported are provided with appropriate resources and information, as required;

### **Location Health & Safety Committee Representatives:**

Location Health and Safety Committee Representatives will:

- abide by the Occupational Health & Safety Act and all other relevant legislation;
- be knowledgeable of the Agency Vaccination Policy and abide by such;
- encourage co-workers to adhere to the Agency's Vaccination Policy;
- encourage co-workers to practice daily Infection Prevention and Control (IPAC) practices and follow all related protocols;
- participate in education sessions and comply with safe work procedures;
- contribute to meetings and report any concerns regarding vaccinations to the Committee of Location Health & Safety Representatives;
- report all concerns related to vaccinations to their Supervisor;
- participate in Agency surveys.

### **Employee Responsibilities (Section 28, Occupational Health & Safety Act):**

Employees will:

- abide by the Occupational Health & Safety Act and all other relevant legislation;
- be knowledgeable of the Agency Vaccination Policy and abide by such;
- share in the responsibility of a safe workplace and a safe living environment for people supported;
- participate in training/education and comply with safe work procedures;
- provide training/education to people supported, families/Substitute Decision Makers, as appropriate;
- practice and abide by daily Infection Prevention and Control (IPAC) measures;
- report concerns to Supervisor or designate in a prompt manner;
- participate in Agency surveys.

### **Evaluation:**

Community Living-Central Huron is committed to looking at leading indicators, obtaining information and investigating all concerns related to the Vaccination Policy. The Employer will conduct periodic reviews of the Policy, make revisions, as appropriate by taking into consideration the following:

- Input from the Committee of Location Health and Safety Representatives;
- Feedback provided by employees, volunteers and people supported, via meetings and surveys;
- Staying abreast of any new diseases or changes, scientific research, guidance and legislation from the World Health Organization (WHO), Federal and Provincial governments, Ministry of Health, Public Health Ontario, Ministry of Children, Community and Social Services (MCCSS) and Huron Perth Public Health.

## **Related Policies and Procedures:**

- Volunteer Policy (B-007)
- Accessibility Policy (B-009)
- Duty of Care Policy (B-010)
- Code of Conduct (B-011)
- Individual Welfare/Rights Policy (C-001)
- Complaint/Feedback Policy and Procedure for Persons Supported (C-003)
- Abuse Policy – Prevention, Reporting and Managing (C-004)
- Serious Occurrence Policy (C-006)
- Communication Policy (C-007)
- Individual Support Policy for Persons Receiving Service (C-009)
- Orientation for People Supported (C-011)
- Medical Care for Persons Supported Policy (C-012)
- Health and Safety Policy Statement (D-001)
- Emergency Policy (D-003)
- Pandemic Policy (D-008)
- First Aid Policy and Procedures (D-011)
- Infection Control Policy and Procedures (D-013)
- Hazard/Risk Policy and Procedures (D-014)
- Health and Safety Orientation Policy (D-015)
- Location Health and Safety Representatives Policy (D-016)
- Sharps Policy and Procedures (D-018)
- Mask or Face Covering Policy (D-026)
- COVID 19 – Protection Program and Policy (D-027)
- Orientation Policy – Employees, Volunteers and Student Placements (E-005)
- Professional Development/Training Policy (E-006)
- Employee Performance Appraisal Policy (E-008)
- Employee Performance Standards Policy (E-011)
- Disciplinary Policy (E-012)

## **Other Related Documents:**

- Medication Policy and Procedures Manual
- Outbreak Management Document