



Date Created On:		September 17 <sup>th</sup> , 2021	
Policy Name	<b>COVID-19 Immunization Disclosure Policy</b>		
Last revised on	September 23rd, 2021	Board approved date	In Review

**PURPOSE**

The Chief Medical Officer of Health has directed all Businesses and Organizations to develop, implement and ensure compliance with a COVID-19 immunization disclosure policy. The purpose of this policy is to inform staff, volunteers, clients, and community partners of organizational expectations of Big Brothers Big Sisters of Kingston, Frontenac, Lennox and Addington (BBBS KFL&A) with regard to COVID-19 immunization disclosure. .

**BACKGROUND**

BBBS KFL&A recognizes the importance of immunization of individuals regularly interacting with and providing services to children and youth due to the nature of their work and potential for exposure in the community. This COVID-19 Immunization Disclosure Policy aims to protect the mentoring program’s population including staff, volunteers, students on educational placements, children, youth and to any other person(s) who may engage in BBBS KLF&A programs.

The best available medical evidence demonstrates that full vaccination against COVID-19 greatly minimizes the risks of contracting COVID-19 and reduces the spread and severity of the virus within the community. It is a strong recommendation of all federal, provincial and municipal health authorities that everyone who is able to receive the vaccination do so as soon as possible. BBBS KFL&A is committed to taking every reasonable precaution for the protection of the health and safety of all staff, volunteers, children and families from the hazard of COVID-19 as required by the *Occupational Health and Safety Act* (“**OHS**A”). We are also committed to compliance with all applicable public and occupational health and safety, human rights, privacy, and other laws in the development and implementation of this policy.



## **POLICY**

BBBS KFL&A requires that all employees, volunteers, and other individuals who engage in our programs, regardless of how often, or how long they visit, become vaccinated against COVID-19 (or must satisfy one of the options below), as recommended by the Province of Ontario and its Chief Medical Officer of Health.

## **SCOPE AND APPLICABILITY**

The policy will be effective starting **Monday, September 27<sup>th</sup>, 2021** and it applies to all employees, volunteers, and educational students, who engage in BBBS KFL&A programs (collectively referred to as "Covered Individuals") regardless of how often or how long they visit for, and any other visitors who this is deemed applicable to at the discretion of the Executive Director and/or Board of Directors.

## **DEFINITIONS**

"Workplace" includes, but is *not restricted to*, all land and property, owned, leased, operated, used, or otherwise controlled by BBBS KFL&A for the purpose of conducting organizational business. It does not include an individual's own home.

"Covered Individuals" includes employees, volunteers or guests, students on an educational placement, contractors (including 3rd party, special needs consultants, etc), and visitors including anyone engaging with BBBS KFL&A programs on a one time or minimal basis.

"Fully Vaccinated" means an individual who has received two doses of a World Health Organization approved vaccine (or one dose of the Janssen vaccine) and two weeks have elapsed since the second dose of the vaccine (or first dose of the Janssen vaccine).

"Proof of Vaccination" means a written vaccination record of an individual's COVID-19 immunization date(s) issued by the government of the province, territory or country in which they were immunized.

## **PROCEDURES**

Big Brothers Big Sisters of Kingston, Frontenac, Lennox and Addington will be implementing the following procedures with respect to agency programs:

- 1.1 All Covered Individuals must satisfy **one of the three requirements** outlined below:
  - 1.1.1 **BE FULLY VACCINATED AND PROVIDE PROOF OF VACCINATION** (see definitions above);



**OR**

**1.1.2 PROVIDE WRITTEN PROOF OF A VALID MEDICAL REASON TO NOT BE FULLY VACCINATED;**

- (a) Proof can be provided by either a physician or a nurse practitioner (note: a nurse practitioner is a registered nurse who holds an extended certificate of registration under the Nursing Act, 1991).
- (b) In some instances, the valid medical reason for the person not being vaccinated may be time limited. The note from the physician/nurse practitioner should specify whether the reason is permanent or time-limited. The note must set out the effective time for the valid medical reason.
- (c) If an individual is unable to receive their vaccine for a valid medical reason but that reason is valid for a limited time, BBBS KFL&A must follow-up with them as the end of that time approaches and ensure that the individual provides proof of vaccination or proof that the individual has completed the educational session approved by BBBS KFL&A (as set out below).

**OR**

**1.1.3 PROVIDE PROOF OF COMPLETION OF AN EDUCATIONAL MODULE** Where the individual elects not to be vaccinated, or refuses to disclose Proof of Vaccination, they are required to complete a COVID-19 vaccination education module provided by BBBS KFL&A that includes information on:

- How the COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- The benefits of vaccination against COVID-19;
- Risks of not being vaccinated against COVID-19; and
- Possible side effects of COVID-19 vaccination.

1.2 Any Covered Individual who fails to provide Proof of Vaccination (as outlined in 1.1.1) must regularly complete antigen point of care testing for COVID-19 and provide a negative result prior to their visit with BBBS KFL&A.

1.2.2 BBBS KFL&A will provide antigen tests. If test kits are unavailable due to circumstances outside of BBBS KFL&A control, individuals must follow guidelines below:

- (a) If the individual is an employee, they will be asked to take time off (use vacation or take unpaid time off if employee) until BBBS KFL&A can provide an antigen test to the



individual and the individual is able to produce a negative antigen test result to BBBS KFL&A;

If the individual is not an employee, they will be asked to postpone the visit until BBBS KFL&A can provide an antigen test to the individual, and the individual is able to produce a negative antigen test result to BBBS KFL&A;

(b) to obtain and complete an antigen test on their own and provide BBBS KFL&A with a negative test result in order to participate in programs, in accordance with the regular testing intervals set out above.

1.3 All newly hired employees will be required to satisfy one of the options above (section 1.1) as a condition of employment.

1.4 Any current employee who has not been vaccinated and wishes to do so will be permitted time off with pay for the scheduled appointment. In order to qualify for this benefit, the employee must schedule the time off through normal processes (identifying the purpose) and must provide Proof of Vaccination following the appointment. Those who do not comply with these requirements will be unpaid for the time off.

1.5 All Covered Individuals (vaccinated or not) will be required to continue to adhere to applicable health and safety requirements (including masking and social distancing) imposed by municipal or provincial authorities for as long as those requirements are in place.

1.6 There may be times where a Covered Individual will be required to visit a location that requires additional steps to perform their duties. For example, a school may require visitors to perform a rapid test upon entry. Where this poses a problem, the Executive Director or designate will evaluate on a case-by-case basis.

1.7 Any Covered Individual who experiences side effects related to their COVID-19 vaccination that prevents them from performing their duties should contact their supervisor.

1.7.1 Any employee who requires time off due to side effects related to their vaccine will be required to use any sick days that they have available. If they do not have any available sick days, they may be eligible for an infectious disease emergency leave (IDEL) under the Employment Standards Act (ESA) (Employment Standards Act, 2000, S.O. 2000, c. 41 (ontario.ca)).

1.8 For employees, volunteers, educational students, all Proof of Vaccination documentation (as outlined in 1.1) or any other personal health information provided in accordance with this policy will be maintained in accordance with all applicable privacy legislation such that:



- 1.8.1 The information will only be used to ensure compliance with this policy. The information will be destroyed when the policy is no longer applicable.
- 1.8.2 The information will be stored in the employee/volunteers's secure personnel file.
- 1.8.3 The information will only be accessible to agency staff, and only used when required.
- 1.9 For all other Covered Individuals, all Proof of Vaccination documentation (as outlined in 1.1) will be reviewed for the purpose of making a decision to participate in programs, but must not be retained.
- 1.10 BBBS KFL&A reserves the right to prescribe additional measures or otherwise amend this policy as it may deem necessary.
- 1.11 Any questions about the policy, or to request accommodation, or for more information about how to comply with the policy, should be directed to the Executive Director.
- 1.12 All employee Proof of Vaccination documentation must be submitted to Associate Director, Human Resources ([alicia.coffin@bigbrothersbigsisters.ca](mailto:alicia.coffin@bigbrothersbigsisters.ca))