Facility NameAppendix 1 Ministry Policy Example Policy#

ABC LONG-TERM CARE HOME’S COVID-19 IMMUNIZATION POLICY

# **Purpose**

The purpose of this policy is to outline organizational expectations with regards to COVID-19 immunization of staff, student placements, and volunteers. Contingent upon vaccine availability, all eligible staff, student placements, and volunteers are strongly encouraged to receive a COVID-19 vaccine, unless it is medically contraindicated.

# **Background**

ABC Long-Term Care Home recognizes the importance of immunization of staff members, student placements, and volunteers due to the nature of their work with vulnerable seniors and potential for exposure in the community. This COVID-19 immunization policy aims to protect the home’s population including residents, staff, and volunteers.

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.

# **Application of the Policy**

Regardless of how often they are at the home and how much time they spend there, this policy applies to:

* workers (including employees, people on contract, and people employed by an employment agency or other third party)
* students on an educational placement at the home
* volunteers

# **Policy**

It is important that all people make an informed decision about whether to receive a COVID-19 vaccine. In order to ensure that all people subject to this policy are adequately educated about COVID-19 and the COVID-19 vaccines, they must provide one the following:

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1. Proof of COVID-19 vaccine administration as per the following requirements:

a. If the individual has only received the first dose of a two-dose COVID-19 vaccination series approved by Health Canada, proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose; or

b. Proof of all required doses of a COVID-19 vaccine approved by Health Canada.

2. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:

a. that the person cannot be vaccinated against COVID-19; and

b. the effective time period for the medical reason (i.e., permanent or time-limited).

3. Proof that the individual has completed an educational program approved by ABC Long-Term Care Home.

# **Educational Program**

The educational program has been approved by and/or provided by ABC Long-Term Care Home 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.

# **Support for Vaccination**

ABC Long-Term Care Home will provide the following supports for people subject to this policy to receive a vaccine: \_\_\_\_\_\_\_\_\_\_\_\_\_\_(for example: paid time off, assistance with booking vaccine appointment, peer-to-peer support, etc.).

# **Non-compliance with the policy**

In accordance with ABC Long-Term Care Home’s human resources policies, collective agreements and applicable legislation, directives, and policies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# **Confidentiality Statement**

ABC Long-Term Care Home is 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.

**Disclaimer**: This document is an example of a policy based on the Minister of Long-Term Care’s Directive - Long-Term Care Home COVID-19 Immunization Policy. It is intended for illustrative purposes only. It is the responsibility of the licensee to ensure that the information included in their policy meets all requirements under the Minister’s Directive and applicable legislation and reflects the individual circumstances and needs of each home it operates in accordance with the Directive. Please be advised that this example of a policy does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry’s authority to enforce the Long-Term Care Homes Act, 2007 and Ontario Regulation 79/10 made under the Act. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation. It is the responsibility of the licensee to ensure compliance with all applicable legislation, regulations, and Minister’s Directives. If the licensee requires assistance with respect to the interpretation of the legislation, regulations, and Minister’s Directives and their application, the licensee may wish to consult legal counsel.

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