Organization ABC Appendix 1 Ministry Policy Example Policy#

**Appendix 1**

**Example Policy (Minimum Requirements)**

***Covered Organization ABC’s* COVID-19 Immunization Policy**

Purpose

The purpose of this policy is to outline organizational expectations with regards to COVID-19 immunization of employees, staff, contractors, volunteers and students.

Contingent upon vaccine availability, all eligible employees, staff, contractors, volunteers and students are strongly encouraged to receive a COVID-19 vaccine, unless it is medically contraindicated.

Background

ABC Covered Organization recognizes the importance of immunization of employees, staff, contractors, volunteers and students, due to the nature of their work with vulnerable patients and seniors and the potential for exposure in the community. This COVID-19 immunization policy aims to protect the ABC Covered Organization’s population including patients, employees, staff, contractors, volunteers and students.

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 ABC Covered Organization and how much time they spend there or in their respective workplace, this policy applies to:

* Employees and staff including regulated health professionals, personal support workers, and other workers that are or may be in the patient environment
* contractors (including people on contract, and people employed by an employment agency or other third party)
* students on an educational placement
* volunteers

Policy

It is important to protect the health and well-being of ABC Covered Organization’s patients, employees, staff, contractors, volunteers and students where there is evidence of a risk with identified measures for management. The CMOH has directed ABC Covered Organization to develop, implement and ensure compliance with a COVID-19 vaccination policy.

To facilitate this policy all employees, staff, contractors, volunteers and students will be required to provide one of the following:

1. Proof of COVID-19 vaccine administration as per the following requirements:
   1. If the individual has only received the first dose of a two-dose COVID-19 vaccination series approved by the World Health Organization proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose; or
   2. Proof of all required doses of a COVID-19 vaccine approved by the World Health Organization.
2. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
   1. that the person cannot be vaccinated against COVID-19; **and**
   2. 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 Covered Organization*.

Employees, staff, contractors, volunteers and students who elect not to provide proof of COVID-19 vaccination per 1 above, and rely on 2 or 3, are required to perform rapid antigen testing, at a frequency of not less than X in alignment with provincial guidance, and provide verification of negative test results as specified by *ABC Covered Organization* (e.g., in person on the worksite, remotely via email or app).

Educational Program

The educational program has been approved by an approved vendor and/or provided by *ABC Covered Organization* 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

4 Per the Directive, this option is at the discretion of the Covered Organization.

*ABC Covered Organization* 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 Covered Organization’s* human resources policies, collective agreements and applicable legislation, directives, and policies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Confidentiality Statement

*ABC Covered Organization* is required, pursuant to the *Chief Medical Officer of Health’s Directive #6 for Public Hospitals within the meaning of the Public Hospitals Act* and Service Providers in accordance with the *Home Care and Community Service Act, 1994,* Local Health Integration Networks within the meaning of the *Local Health System Integration Act, 2006 and Ambulance Services within the meaning of the Ambulance Act (*operating as Home and Community Care Support Services) providing long-term care home placement services *COVID-19 Immunization Policy***,** to report statistical information to the OCMOH or the ministry. 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 *Chief Medical Officer of Health’s Directive #6*. It is intended for illustrative purposes only. It is the responsibility of the Covered Organization to ensure that the information included in their policy meets all requirements under the Chief Medical Officer of Health’s Directive and applicable legislation and reflects the individual circumstances and needs of each Covered Organization in accordance with the Directive and other applicable legislation.

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 *Public Hospitals Act, the Home Care and Community Services Act, 1994* ; the *Local Health System Integration Act, 2006*, and the *Ambulance Act, R.S.O. 1990.* Ministry employees 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 Covered Organization to ensure compliance with all applicable legislation, regulations, and Minister’s Directives. If the Covered Organization requires assistance with respect to the interpretation of the legislation, regulations, and Minister’s Directives and their application, the Covered Organization may wish to consult legal counsel.