

<b>POLICY</b>	
<b>Section:</b> Health and Safety <b>Policy:</b> COVID-19 Vaccination Policy	<b>Number:</b> HS-T-P01 Page 1 of 1
<b>Approved By:</b> Director of Corporate Services	<b>Approval Date:</b> September 16, 2021
<b>Next Review Date:</b> August 31, 2022	Minimum Annual Review Required

**1.0 Purpose**

Hands TheFamilyHelpNetwork.ca (Hands; the Agency) is committed to providing a safe working environment for our employees, clients, contractors, students, volunteers, and members of the public with whom we interact regularly. The purpose of this policy is to provide guidelines pertaining to the expectations and requirements of Hands Team Members with respect to the COVID-19 vaccination.

In our day-to-day operations, we have a responsibility to protect all Team Members and the community in which we operate, and it is for this reason that it is critical that Hands take all precautions to protect against COVID-19.

Hands TheFamilyHelpNetwork.ca has developed this Policy and associated Procedures and Work Instructions in accordance with Letters of Instruction issued by the Office of the Chief Medical Officer of Health under the authority of subsection 2(2.1) of Schedule 1 of O. Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step under Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (ROA).

**2.0 Linkages (cross reference to Policies, other procedures, legislation, regulations)**

- HS-T-001 COVID-19 Vaccination Policy Procedure and associated Work Instructions.
- HS-A-P01 Health and Safety Policy and associated Procedures and Work Instructions.
- [Human Rights Code, R.S.O. 1990, c. H. 19](#)
- [O. Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step under Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020 \(ROA\)](#).

**Policy Change History**

Revision number	Date of Approval	Description of Change
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**1.0 Purpose**

All Hands Team Members are subject to mandatory disclosure of vaccination status.

Hands strongly encourages all employees to become fully-vaccinated against COVID-19, as recommended by the Ministry of Health and Public Health Ontario.

Hands recognizes that there are valid reasons for which a person may not be vaccinated and may establish reasonable workplace accommodations for any unvaccinated Team Member in compliance with all relevant legislation and legal obligations, including the Ontario Human Rights Code.

It is the expectation that all Team Members will comply with Agency policies, procedures, and work instructions, including but not limited to HR-T-P01 COVID-19 Vaccination Policy, associated procedures, and work instructions, and HR-A-001 Code of Conduct and Ethics, notwithstanding any personal opinions related to COVID-19 vaccinations and vaccination status.

**Confidentiality**

Team Members are not entitled to information about the vaccination status of others in the workplace. Should a Team Member become aware of another Team Member’s vaccination status, they are required to keep that information confidential.

All information collected and created under HR-T-P01 COVID-19 Vaccination Policy and associated procedures and work instructions, will be documented by i) the Human Resources Department and stored separately from the employee HR file, differing from HR-A-003 Employee Personal Information Procedure; or, ii) by the Corporate Services Department and stored separately from contract files, for Contractors. Personal information. Personal information will be held as confidential and in accordance with relevant legislation and legal obligations. Personal information that has been collected will be reviewed on an annual basis and maintained as appropriate to the context and needs of this policy.



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**2.0 Scope**

<p>Procedure applies to: (Check all appropriate boxes for broad application)</p> <p>Team Members who were engaged in a contractual relationship with the Agency prior to October 25, 2021.</p> <p>Hands Team Members: For the purposes of HR-T-P01 COVID-19 Vaccination Policy and associated procedures and work instructions, Hands Team Members refers to: employees, students on placement, volunteers including Board members, and Contractors (see section 4.0 Definitions).</p> <p>Clients and caregivers are not included in the scope of these procedures and associated work instructions.</p> <p>Individuals and companies providing facilities and maintenance services with limited interaction with Hands’ clients and staff are not included in the scope of this Procedure.</p>				
Employees X	Volunteers X	Board X	Services (list)	Other X Team Members, as identified above

**3.0 Responsibilities**

- 3.1 Team Members** are responsible to:
- Work in compliance with Agency policies, procedures, and work instructions, including obligations to confidentiality.
  - Submit required documentation within provided timelines.
  - Collaborate with the Agency in the development and implementation of any necessary workplace accommodations.

- 3.2 Managers** are responsible to:
- Work in compliance with Agency policies, procedures, and work instructions, including obligations to confidentiality.



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- Enforce policies, procedures, safe practices, and health and safety standards.
- Collaborate with the HR Department and the employee in the development and implementation of any necessary workplace accommodations.

**3.3 Joint Health and Safety Committee** is responsible to:

- Be familiar with relevant Health and Safety legislation as well as agency health and safety policies and procedures.
- Obtain information from the employer relating to health and safety.
- Recommend health and safety improvements.
- Be available to receive worker concerns, complaints, and recommendations.

**3.4 The HR Department (for Employees, Students and Volunteers) and Corporate Services Department (for Contractors)** are responsible to:

- Be familiar with and make recommendations according to relevant legislation or legal requirements.
- Ensure all documentation is in compliance with policies and procedures.
- Collaborate with Managers and Employees in the development and implementation of any necessary workplace accommodation.
- Identify and address any issues of non-compliance.

**3.5 Senior Manager of Human Resources (for Employees, Students and Volunteers) and Director of Corporate Services (for Contractors)** are responsible to:

- Ensure the Agency's ongoing compliance with all relevant legislative and legal obligations.
- Ensure that all legally required accommodation options, short of undue hardship, have been considered prior to refusing accommodation and will clearly communicate the rationale for the decision to the employee.
- Ensure any issues of non-compliance are addressed.

**3.6 Incident Commander** is responsible to:

- Ensure compliance with all Ministry directives, data collection and reporting requirements.

**3.7 Chief Executive Officer (CEO):**

- May authorize any deviations from this procedure.

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#### 4.0 Definitions

As information is rapidly changing, the Agency reserves the right to update its definitions accordingly and without notice in order to align with definitions from the provincial government, Public Health Ontario, Public Health Agency of Canada, or other relevant governing bodies.

**Full-vaccination (or fully-vaccinated):** for the purpose of this policy, full-vaccination means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization; and fourteen (14) days must have passed since receiving the final dose.

**Medical Professional:** for the purpose of this policy and procedure, a medical professional will be either a Physician or a Nurse Practitioner (NP) in the extended class, as defined by the College of Nurses of Ontario (CNO).

**COVID-19 Vaccination Education Session (Education Session):** for the purpose of this policy and in accordance with Ministry guidelines, an Education Session must, at a minimum, address: (1) how COVID-19 vaccines work; (2) vaccine safety related to the development of the COVID-19 vaccines; (3) the benefits of vaccination against COVID--19; (4) Risks of not being vaccinated against COVID-19; and (5) possible side effects of COVID-19 vaccination.

**Hands Team Members:** See 2.0 Scope.

**Contractor:** for the purpose of this policy, a Contractor will refer to any person, agency representative or service provider who is being compensated by Hands and engaged in in-person services or interactions with Hands' clients, caregivers, and staff; for example, individuals working under Purchase of Service or Outside Paid Resource agreement.

#### 5.0 Procedure

Every Team Member at Hands is required to disclose their COVID-19 vaccination status to Human Resources and to submit supporting documentation, indicating one of the three following categories:

- Category 1: Fully-vaccinated.

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Category 2: Not fully-vaccinated against COVID-19 for a reason that constitutes a protected ground under the Ontario Human Rights Code, being either

- a) a documented medical reason; or,
- b) other substantiated Code-protected ground.

- Category 3: Not fully-vaccinated against COVID-19 for a reason other than a documented medical exemption.

All employees in Category 2 and Category 3 who are not considered fully-vaccinated and are required to attend the workplace in person, whether meeting with clients or not, will be required to participate in regular testing, according to associated Procedures and Work Instructions.

#### Category 1: Fully-Vaccinated

- Team Members will be required to follow all relevant Health and Safety policies and procedures, including Infection Prevention and Control Procedures (IPAC).

Category 2: Not fully-vaccinated against COVID-19 for a reason that constitutes a protected ground under the Ontario Human Rights Code.

- Reasonable workplace accommodation, short of undue hardship, will be provided for any individual who is unvaccinated for a reason that constitutes a protected ground under the Ontario Human Rights Code. Appropriate documentation will be required to support any request for accommodation.
- Category 2a only: Team Members will be required to submit a completed COVID-19 Vaccination Exemption for Medical Reasons Form, or for Contractors, an equivalent attestation, to certify that there is a documented medical reason for the exemption including the time period within which the exemption is effective. The exemption form must be completed by an approved Medical Professional.

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- Category 2b only: Team Members will be required to submit a completed COVID-19 Vaccination Exemption/Accommodation Request for Non-Medical Reasons with required documentation to substantiate any request, or for Contractors an equivalent attestation, which will be subject to validation by the Agency. As per Ministry directives, a Team Member identifying in Category 2b will be required to participate in and provide proof of successful completion of an approved COVID-19 Vaccination Education Session.
- Team Members will be required to follow all relevant Health and Safety protocols, including Infection Prevention and Control Procedures (IPAC).
- Reasonable workplace accommodation, short of undue hardship, will be developed and implemented by the Human Resources Department, in collaboration with the assigned manager and employee, student or volunteer; or, in the case of Contractors, by Corporate Services in collaboration with the Agency and employee.
- Any accommodation will be documented and stored separately from the individual's HR or Contractor file and in accordance with the requirements for Personal Information set forth in this Policy.

Category 3: Not fully-vaccinated against COVID-19 for a reason that does not constitute a protected ground under the Ontario Human Rights Code.

- As per Ministry directives, Category 3 Team Members will be required to participate in and provide proof of successful completion of a COVID-19 Vaccination Education Session.
- Team Members will be required to follow all relevant Health and Safety protocols, including Infection Prevention and Control Procedures (IPAC).
- Reasonable workplace accommodation, short of undue hardship, will be provided for an individual who is unvaccinated for a reason that constitutes a protected ground under the Ontario Human Rights Code.
- Reasonable workplace accommodation, where possible, will be provided for an individual who is unvaccinated for a reason that does not constitute a protected ground under the Ontario Human Rights Code. Where reasonable workplace accommodation cannot be achieved, individual circumstances will be reviewed. For an employee, non-disciplinary unpaid leave or termination may result.



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A student, volunteer placement or contractor relationship/contract may be suspended or terminated.

- Any accommodation will be documented and stored separately from the individual's HR or Contractor file and in accordance with the requirements for Personal Information set forth in this Policy.

Any student, volunteer, contractor who fails to comply with HR-T-P01 COVID-19 Vaccination Policy and associated procedures and work instructions, whether in whole or in part, may be subject to imposition of consequences, up to and including termination of the relationship with the Agency, commensurate with the infraction.

### **Team Members Working in Community Locations**

Any Team Member who is required to work at the location of a partner organization(s) will be required to comply with that organization's COVID-19 vaccination policies and procedures. Team Members will be required to consent to the disclosure of COVID-19 Vaccination Status and related information to the partner organization(s) to ensure compliance.

Those Team Members who are required to attend community locations in carrying out the responsibilities of their position will be required to comply with Government of Ontario and Public Health COVID-19 policies, procedures and practices.

### **6.0 Linkages (cross reference to Policies, other procedures, legislation, regulations)**

- HS-T-P01 COVID-19 Vaccination Policy
- HS-T-002 COVID-19 Mandatory COVID-19 Vaccination Procedure
- HS-A-P01 Health and Safety Policy
- HR-A-001 Code of Conduct and Ethics
- HR-A-002 Confidentiality and Privacy Procedure
- HR-C-004 Workplace Accommodation Procedure
- HR-D-010 Progressive Discipline Procedure
- [O. Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step under Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020 \(ROA\).](#)
- [Human Rights Code, R.S.O. 1990, c. H. 19](#)

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**Policy Change History**

<b>Revision number</b>	<b>Date of Approval</b>	<b>Description of Change</b>
1	October 20, 2021	<p>Procedure applies to Team Members with Agency prior to October 17, 2021.</p> <p><b>Addition of Corporate Services Department, Director of Corporate Services and Incident Commander to Responsibilities section.</b></p> <p><b>Addition of Category 2b (previously covered within Category 3).</b></p> <p><b>Reference to HS-T-002</b></p>

<b>PROCEDURE</b>	
<b>Section:</b> Health and Safety <b>Procedure:</b> <b>Mandatory COVID-19 Vaccination Procedure</b>	<b>Number:</b> <b>HS-T-002</b> Page 1 of 7
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## 1.0 Purpose

Hands requires all Team Members who join the Agency on or after October 25, 2021, or who transition to permanent employment status with the Agency on or after this date, to be fully vaccinated against COVID-19, regardless of any previous employment, placement or contractual relationship with the Agency.

Hands will establish reasonable workplace accommodations short of undue hardship for any individual who is not fully vaccinated in compliance with all relevant legislation and legal obligations, including the Ontario Human Rights Code.

## Confidentiality

All information collected and created under HR-T-P01 COVID-19 Vaccination Policy and associated procedures and work instructions, will be documented by: i) the Human Resources Department and stored separately from an individual HR file, for employees, students and volunteers, differing from HR-A-003 Employee Personal Information Procedure; or, ii) by the Corporate Services Department and stored separately from contract files, for Contractors. Personal information will be held as confidential and in accordance with relevant legislation and legal obligations. Personal information that has been collected will be reviewed on an annual basis and maintained as appropriate to the context and needs of this policy.

Statistical information and generalized, non-identifying data may be shared with internal and external audiences, including but not limited to authorized government agencies in compliance with Agency reporting requirements.

## Review and Modification of Procedure

Knowledge and information, as well as Ministry and Public Health directives and regulations relating to COVID-19, are rapidly evolving; accordingly, HR-T-P01 COVID-19 Vaccination Policy and associated procedures and work instructions are subject to review on a regular basis. The Agency reserves the right to modify the contents of this procedure at any time, based on information and guidance provided by the Province, Public Health, and/or other governing bodies.

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**Non-Compliance**

Team Members will be required to comply with this procedure and any associated work instructions as a condition of employment, placement, and/or contract.

**2.0 Scope**

<p>Procedure applies to: (Check all appropriate boxes for broad application)          Team Members who join or engage in a contractual relationship with the Agency on or after October 25, 2021, or who transition to permanent employment status with the Agency on or after this date.</p> <p>Hands Team Members: For the purposes of HR-T-P01 COVID-19 Vaccination Policy and associated procedures and work instructions, Hands Team Members refers to: employees, students on placement, volunteers including Board members, and Contractors (see section 4.0 Definitions).</p> <p>Clients and caregivers are not included in the scope of these procedures and associated work instructions.</p> <p>Individuals and companies providing facilities and maintenance services with limited interaction with Hands' clients and staff are not included in the scope of this Procedure.</p>				
Employees X	Volunteers X	Board X	Services (list)	Other X Team Members, as identified above

**3.0 Responsibilities**

**3.1 Team Members** are responsible to:

- Work in compliance with Agency policies, procedures, and work instructions, including obligations to confidentiality.
- Submit required documentation within provided timelines.



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- Collaborate with the Agency in the development and implementation of any necessary workplace accommodations.

**3.2 Managers** are responsible to:

- Work in compliance with Agency policies, procedures, and work instructions, including obligations to confidentiality.
- Enforce policies, procedures, safe practices, and health and safety standards.
- Collaborate with the HR Department and the employee in the development and implementation of any necessary workplace accommodations.

**3.3 Joint Health and Safety Committee** is responsible to:

- Be familiar with relevant Health and Safety legislation as well as agency health and safety policies and procedures.
- Obtain information from the employer relating to health and safety.
- Recommend health and safety improvements.
- Be available to receive worker concerns, complaints, and recommendations.

**3.4 The HR Department (for Employees, Students and Volunteers) and Corporate Services Department (for Contractors)** are responsible to:

- Be familiar with and make recommendations according to relevant legislation or legal requirements.
- Ensure all documentation is in compliance with policies and procedures.
- Collaborate with Managers and Employees in the development and implementation of any necessary workplace accommodation.
- Identify and address any issues of non-compliance.

**3.5 Senior Manager of Human Resources (for Employees, Students and Volunteers) and Director of Corporate Services (for Contractors)** are responsible to:

- Ensure the Agency's ongoing compliance with all relevant legislative and legal obligations.
- Ensure that all legally required accommodation options, short of undue hardship, have been considered prior to refusing accommodation and will clearly communicate the rationale for the decision to the employee.
- Ensure any issues of non-compliance are addressed.

**3.6 Incident Commander** is responsible to:

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- Ensure compliance with all Ministry directives, data collection and reporting requirements.

**3.7 Chief Executive Officer (CEO):**

- May authorize any deviations from this procedure.

**4.0 Definitions**

As information is rapidly changing, the Agency reserves the right to update its definitions accordingly and without notice in order to align with definitions from the provincial government, Public Health Ontario, Public Health Agency of Canada, or other relevant governing bodies.

**Full-vaccination (or fully-vaccinated):** for the purpose of this policy, full-vaccination means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization; and fourteen (14) days must have passed since receiving the final dose.

**Medical Professional:** for the purpose of this policy and procedure, a medical professional will be either a Physician or a Nurse Practitioner (NP) in the extended class, as defined by the College of Nurses of Ontario (CNO).

**Hands Team Members:** See 2.0 Scope.

**Contractor:** for the purpose of this policy, a Contractor will refer to any person, agency representative or service provider who is being compensated by Hands and engaged in in-person services or interactions with Hands’ clients, caregivers, and staff; for example, individuals working under Purchase of Service or Outside Paid Resource agreement.

**5.0 Procedure**

All Team Members who join or engaged in a contractual relationship with the Agency on or after October 17, 2021, or who transition to permanent employment status with the Agency on or after this date, will be required to disclose their COVID-19 vaccination status to Human Resources, or Corporate Services in the case of Contractors, and to submit supporting documentation, indicating one of the following categories:



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- Category 1: Fully-vaccinated.
- Category 2: Not fully-vaccinated against COVID-19 for a reason that constitutes a protected ground under the Ontario Human Rights Code, being either
  - a) a documented medical reason; or,
  - b) other substantiated Code-protected ground.

All individuals in Category 2 who are not considered fully-vaccinated and are required to attend the workplace in person, whether meeting with clients or not, will be required to participate in regular testing, according to associated Procedures and Work Instructions.

#### Category 1: Fully-Vaccinated

- Team Members will be required to follow all relevant Health and Safety policies and procedures, including Infection Prevention and Control Procedures (IPAC).

Category 2: Not fully-vaccinated against COVID-19 for a reason that constitutes a protected ground under the Ontario Human Rights Code.

- Reasonable workplace accommodation, short of undue hardship, will be provided for any individual who is unvaccinated for a reason that constitutes a protected ground under the Ontario Human Rights Code. Appropriate documentation will be required to support any request for accommodation.
  - Category 2a only: Individuals will be required to submit a completed COVID-19 Vaccination Exemption for Medical Reasons Form, to certify that there is a documented medical reason for the exemption including the time period within which the exemption is effective. The exemption form must be completed by an approved Medical Professional.
  - Category 2b only: Individuals will be required to submit a completed COVID-19 Vaccination Exemption/Accommodation Request for Non-Medical Reasons Form with required documentation to substantiate any request, which will be subject to validation by the Agency. As per Ministry directives, individual identifying in Category 2b will be required to participate in and provide proof of successful completion of an approved COVID-19 Vaccination Education Session.

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- Team Members will be required to follow all relevant Health and Safety protocols, including Infection Prevention and Control Procedures (IPAC).
- Reasonable workplace accommodation, short of undue hardship, will be developed and implemented by the Human Resources Department, in collaboration with the assigned manager and employee, student or volunteer; or, in the case of Contractors, by Corporate Services in collaboration with the Agency and employee.
- Any accommodation will be documented and stored separately from the individual's HR or Contractor file and in accordance with the requirements for Personal Information set forth in this Policy.

### **Team Members Working in Community Locations**

Any Team Member who is required to work at the location of a partner organization(s) will be required to comply with that organization's COVID-19 vaccination policies and procedures. Team Members will be required to consent to the disclosure of COVID-19 Vaccination Status and related information to the partner organization(s) to ensure compliance.

Those Team Members who are required to attend community locations in carrying out the responsibilities of their position will be required to comply with Government of Ontario and Public Health COVID-19 policies, procedures and practices.

### **6.0 Linkages (cross reference to Policies, other procedures, legislation, regulations)**

- HS-T-P01 COVID-19 Vaccination Policy
- HS-T-001 Mandatory Disclosure of COVID-19 Vaccination Status Procedure
- HS-A-P01 Health and Safety Policy
- HR-A-001 Code of Conduct and Ethics
- HR-A-002 Confidentiality and Privacy Procedure
- HR-B-001 Recruitment and Selection
- HR-B-002 Offer of Employment
- HR-C-004 Workplace Accommodation Procedure
- HR-D-010 Progressive Discipline Procedure



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- [O. Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step under Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020 \(ROA\). Human Rights Code, R.S.O. 1990, c. H. 19](#)

**Policy Change History**

Revision number	Date of Approval	Description of Change
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