**Note: SE IPAC Hub assumes no liability resulting from any such application or use of these documents. The policy templates are to be used as an example outline. Directive #6 and the SE IPAC Hub templates provide the minimum requirements. Facilities/organization can enact stricter protocols based on organization/facility discretion (e.g., not accepting education as an alternative to vaccination and instead redeploying unvaccinated staff to limit risk to others OR requiring daily testing). The education requirement must be available for staff; however, does not need to be accepted as an alternative to vaccination. COVID-19 antigen point of care testing must occur minimum once a week; however, can occur more frequently. A reminder that the COVID-19 situation remains fluid, directives and minimum testing requirements may change based on emerging evidence, variants and COVID-19 prevalence.**

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| FACILITY LOGO | COVID-19 Vaccine – Policy and Procedures |
| Manual: Infection Prevention and Control | Document No.:  |
| Section: Infection Prevention and Control | Original Date: DD-MON-2021 |
| Document Sponsor/Owner Group:  | Revision Date(s):DDMONYYYY |
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| Cross Reference to: Outbreak Management Policy and Procedure |
| Document Applies to:  |

Introduction

FACILITY NAME recognizes the importance of staff members who are considered at high risk for contracting and transmitting COVID-19 due to the nature of their work and potential for exposures in the community. The COVID-19 Immunization Program is offered by FACILITY NAME with the aim of optimizing client and staff safety and meetings the legislative requirements in Ontario.

COVID-19 is an acute respiratory illness caused by severe acute respiratory syndrome coronavirus (SARS-CoV2) virus. It is characterized by fever, cough, shortness of breath and a number of other symptoms. Asymptomatic infection is also possible. COVID-19 is primarily transmitted person-to-person through respiratory droplets.

Purpose:

The purpose of this policy is to outline organizational expectations with regards to COVID-19 immunization of staff and provide general guidance for implementing an immunization campaign at FACILITY NAME.

Definition(s)

**Fully vaccinated**: A person is fully immunized against COVID-19 if:

* They have received the total required number of doses of a COVID-19 vaccine approved by Health Canada (e.g., both doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and,
* They received their final dose of the COVID-19 vaccine at least 14 days ago.

**Unvaccinated:** A person who does not meet the criteria above

**Staff:** For the purposes of this policy, staff includes all FACILITY NAME employees and physicians who conduct activities at the facility.

Policy:

Contingent upon vaccine availability, all eligible FACILITY NAME staff, students and volunteers should receive the COVID-19 vaccine, unless it is medically contraindicated.

The Administrator and Director of Care or delegate is responsible for the administration of COVID-19 vaccination program at the facility.

FACILITY NAME will provide the following supports for people subject to this policy to receive a vaccine: (with booking vaccine appointment, on site vaccine, if available, peer-to-peer support, and 2 hours paid time off to get vaccinated)

Staff who are exempt or non-compliant with vaccine uptake shall be managed in accordance with FACILITY NAME human resources policies, collective agreements and applicable legislation, directives, and policies.

Vaccine Administration:

It is important that all staff make an informed decision about whether or not to receive the COVID-19 vaccine. To support staff with their decision-making, the Administrator/Director of Care (DOC) or delegate will provide information about the risks and benefits of the vaccine.

Effective DATE, 2021, all staff who are eligible to receive the vaccine must complete one of the following two options, unless an extension is provided by FACILITY NAME:

1. Receive at least one dose of the COVID-19 vaccine and provide proof of vaccination to the DOC/Administrator at FACILITY NAME (once staff receive their second dose, proof must be provided to DOC/Administrator);
* 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;
* proof of all required doses of a COVID-19 vaccine approved by Health Canada.
* staff proof of vaccination shall be documented by DOC/Administrator or delegate in a format approved by the DOC/Administrator.
1. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
* that the person cannot be vaccinated against COVID-19; and
* the effective time period for the medical reason (i.e., permanent or time-limited).
* staff proof of medical exception shall be documented by DOC/Administrator or delegate in a format approved by the DOC/Administrator
1. Proof of completing an educational session approved by Facility Name about the benefits of COVID-19 vaccination prior to declining vaccination for any reason other than a medical reason.

**Educational Program:**

Staff shall complete an educational program approved by FACILITY NAME.

Documentation of education of staff will be kept in the DOC/Administrator files.

The educational program shall be approved by and/or provided by FACILITY NAME 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.
* employment consequences of not obtaining the vaccine.

**Antigen Point of Care Testing:**

Where an employee, staff, contractor, volunteer, or student does not provide proof of being fully vaccinated against COVID-19, but instead relies upon the medical reason described at (#2) or the educational session at (#3) the employee, staff, contractor volunteer or student shall

a) submit to regular antigen point of care testing for COVID-19 and demonstrate a negative result, at intervals to be determined by FACILITY NAME, which must be at minimum once every seven days or as directed by Local Public Health Agency. At FACILITY NAME, antigen point of care testing must occur \_\_\_ time(s) per week and is subject to change.

b) provide verification of the negative test result in a manner determined by FACILITY NAME that enables FACILITY NAME to confirm the result at its discretion.

**Management during COVID-19 outbreak:**

**Vaccine Taken:**

The FACILITY NAME team member may work in outbreak area 14 days after being fully vaccinated OR when the outbreak is declared over if less than 14 days. Director of Care/Administrator informs the FACILITY NAME team member that they will be permitted to work in the outbreak unit in 14 days or when the outbreak is declared over. The FACILITY NAME team member status is communicated to the department manager/team lead.

**Unvaccinated:**

Unvaccinated FACILITY NAME team member who refuses vaccination during an outbreak should not provide patient care or carry on activities where they have potential to acquire or transmit disease. The FACILITY NAME team member status is communicated to their Director of Care/Administrator for discussion of reassignment (if available) or method of compensation.

**Compensation:**

During outbreak conditions, unless medically contraindicated, non-immunized FACILITY NAME team members in an affected area may be placed on a leave of absence until the outbreak is declared over. FACILITY NAME team members will be placed on such a leave may elect to use banked vacation time, lieu time owing or take an unpaid leave.

Reference(s)

Public Health Agency of Canada (2021). An Advisory Committee Statement (ACS) National Advisory Committee on Immunization (NACI). Recommendations on the use of COVID-19 Vaccines. Available from: <https://www.canada.ca/content/dam/phac-aspc/documents/services/immunization/national-advisory-committee-on-immunization-naci/recommendations-use-covid-19-vaccines/recommendations-use-covid-19-vaccines-en.pdf>

Public Health Ontario (2021). Synthesis: COVID-19 Real-World Vaccine Effectiveness – What we know so far. Available from: <https://www.publichealthontario.ca/-/media/documents/ncov/covid-wwksf/2021/04/wwksf-vaccine-effectiveness.pdf?la=en>

Ministry of Health (2021). Guidance for COVID-19 Immunization In Long-Term Care Homes and Retirement Homes. Available from: <https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/vaccine/COVID-19_LTC_RH_immunization_guidance.pdf>

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