

Sample COVID-19 Immunization Policy for Workplaces

Purpose

The purpose of this policy is to outline organizational expectations concerning COVID-19 immunization of staff, student placements and volunteers.

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

Background

_____ recognizes the importance of immunization of employees, contractors, student placements and volunteers due to the nature of their work the public and potential for exposure in the community. This COVID-19 immunization policy aims to protect the employees of _____.

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 _____ and how much time they spend there, this policy applies to:

- Employees
- 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 _____ patients, clients, employees, staff contractors, volunteers and students

All employees, students, contractors, and volunteers will be required to provide one of the following:

1. Proof of COVID-19 vaccine immunization 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 has been received and as soon as reasonably possible, proof of receiving the second dose.
 - b. Proof of all required doses of a COVID-19 vaccine approved by Health Canada, The only acceptable proof of vaccination is the receipt provided by the Ministry of Health.
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 is either time limited or permanent.
 - c. Within 30 days of the medical reason expiring, the individual must provide proof of vaccination or proof that the individual completed an educational program
3. Proof that the individual has completed an educational program that addresses the following:
- a. How COVID-19 vaccines work;
 - b. Vaccine safety related to the development of the COVID-19 vaccine
 - c. The benefits of vaccination against COVID-19;
 - d. Risks of not being vaccinated against COVID-19; and
 - e. Possible side effects of COVID-19 vaccination.

Completion of one of the above must be completed within ____days of commencing employment, undertaking a student placement and volunteering:

Educational Program

The educational program has been approved by _____and addresses all of the following learning components:

- How 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.

Support for Vaccination

_____will provide the following supports for employees:

- Paid time off to attend vaccination appointment through the Paid Infectious Disease Emergency Leave relating to COVID-19.
- Assistance with booking vaccine appointments

- Peer-to-peer support
- Facilitating discussions with a health care professional

Confidentiality Statement

_____ will ensure that personal and health related information is kept confidential. Employee vaccination information may be shared with public health officials in the event of a COVID-19 outbreak.

Non-Compliance with the Policy

If the individuals do not comply with providing either proof of vaccination, proof of a medical reason, or proof of completed educational program, the following consequences will apply following human resources policies, collective agreements, and applicable legislation, directives, and policies.

Review:

This policy will be reviewed by staff annually and/or sooner as applicable with any changes to the policy.