

**THE HOSPITAL FOR SICK CHILDREN FOUNDATION  
POLICY & PROCEDURE**

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<b>SUBJECT:</b>	COVID-19 Workplace Vaccination
<b>NUMBER:</b>	<b>4.2.10</b>
<b>CATEGORY:</b>	Human Resources
<b>ISSUED BY:</b>	Senior Management
<b>APPROVED BY:</b>	Board of Directors
<b>DATE:</b>	October 1, 2021

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## **1.0 Introduction**

COVID-19 is a respiratory disease caused by a coronavirus (SARS-CoV-2) that was first identified in December 2019. COVID-19 can be transmitted at short-range through large respiratory droplets and smaller respiratory droplets known as aerosols. Long-range transmission through aerosols can occur under specific circumstances, particularly crowded or closed spaces with poor ventilation.

Multiple variants (genetic mutations in the SARS-CoV-2 virus) have been identified and some of these variants are known to be more easily transmitted.

Vaccination is one of the most effective ways to control transmission along with other public health measures. At the time of this policy, there are four authorized vaccines in Canada: Pfizer BioNTech COVID-19 vaccine, Moderna COVID-19 vaccine, AstraZeneca COVID-19 vaccine, and Johnson & Johnson (Janssen) COVID-19 vaccine.

## **2.0 Purpose and Scope**

The purpose of this policy is to outline The Hospital for Sick Children’s Foundation (“the Foundation”) vaccination requirements as part of a broader COVID-19 prevention and control strategy aimed at protecting those carrying out activities on behalf of the Foundation and The Hospital for Sick Children (“SickKids Hospital”). Also, as a member of the broader SickKids Hospital community, it is imperative that we do our part to protect patients, families and staff members including employees, physicians, volunteers, learners, and others carrying out activities on SickKids Hospital premises from COVID-19 infections.

This policy applies to all “Internal Representatives” and “External Stakeholders” (see section 3.0 Definitions below)

### 3.0 Definitions

**Fully Vaccinated** –means receiving a COVID-19 vaccine and the recommended dosage(s) approved by Health Canada

**Partially vaccinated** - means receiving the complete recommended approved dosage of a Health Canada approved COVID-19 vaccine series within the last 14 days or receiving only part of the recommended approved dosage of a multiple-dose COVID-19 vaccine series.

**Medical exemption** – means an individual has not received a Health Canada approved COVID-19 vaccine based on the substantive health risk, as confirmed by a Medical Doctor (MD) or Nurse Practitioner (NP) in writing. Note: This Medical Doctor (MD) or Nurse Practitioner (NP) note does not require an employee-specific diagnosis.

**Internal Representatives** - includes all employees, students, volunteers, Board Members and Board Committee Members.

**External Stakeholders** - includes all donors, event participants, vendors/suppliers, contractors, corporate partners, and any other person who is connected or doing business with the Foundation.

**Proof of Vaccine** - The required documentation for proof of vaccination that must be specifically provided or approved by the Ontario Ministry of Health or Health Canada, which includes a dose administration receipt.

### 4.0 Policy

Consistent with the *Occupational Health and Safety Act*, the Foundation has taken all reasonable precautions to protect the health and safety of workers. Throughout the COVID-19 pandemic, we have maintained health and safety as a top organizational priority with a focus on meeting and where possible, exceeding public health guidance to provide a safe working environment for all.

To support this, and recognizing the benefits of full vaccination, particularly considering current and emerging variants, the Foundation is mandating COVID-19 vaccination as a condition of attending the workplace, in-person meetings (on and off-site) and in-person events (on and off-site) hosted and managed by the Foundation. This vaccination requirement is in addition to and not in lieu of other health and safety protocols applicable in the Foundation's office (including the requirement to submit to daily COVID-19 health questionnaire before arriving at the office or event and to wear a mask in all common areas). Additional protocols may also be adopted in accordance with public health guidance and best practices.

#### 4.1 Requirements

1. Effective October 15, 2021, all Internal Representatives entering the Foundation's workplace, attending in-person meetings (on-site or off-site) or attending Foundation-managed in-person events (on-site or off-site) must:
  - Be Fully Vaccinated against COVID-19; or
  - Have entered an accommodation plan with the Foundation to address their unvaccinated status based on a Medical Exemption or based on a Human Rights Code protected ground.
  - To facilitate this policy, all Internal Representatives, other than Board Members and Board Committee Members, are requested to email the required Proof of Vaccine to the Manager, Human Resources.
  - Board Members and Board Committee Members should email the requested Proof of Vaccine to the Manager, Board Relations and Legal Services.
  - See section 5.0 Privacy for details regarding the protection of this information.
  - If accommodation is required based on a disability under the Human Rights Code, a **Medical Exemption**; or another Human Rights Code protected ground, please email your request for accommodation and the required documentation to the **Manager, Human Resources**.
2. Accommodation requests will be handled on a case-by-case basis, although it is expected that regular testing will be required by those requiring accommodation.
3. External Stakeholders who enter the Foundation's workplace for in-person meetings or who attend in-person events (on-site or off-site) managed by the Foundation, must be Fully Vaccinated and proof of Vaccine is required to be provided as described in this Policy. This will need to be either provided on site to the Foundation's Receptionist, ahead of time to the designated Foundation's representative. External Stakeholders who are not Fully Vaccinated will not be permitted to enter the Foundation on-site premises or attend an in-person event run by the Foundation (on-site or off-site).
  - The Foundation will not retain any vaccination documentation provided by External Stakeholders. See section 5.0 Privacy for additional details regarding the protection of this information.
4. For individuals who enter the Foundation's workplace or attend in-person events on-site or off-site for a very short, limited time purpose (e.g., dropping off and picking up items), no proof of vaccination will be required.

## 4.2 Future Requirements

1. Once public health guidelines and the external health environment provide for a safe work environment, all Internal Representatives may regularly be required to be on-site to attend meetings, collaborate with colleagues and participate in-person training or other work activities as deemed necessary by their leader or to fulfill the requirements of their role. At that time, it will be a requirement that **all** Internal Representatives will be Fully Vaccinated, unless you obtain an approved exemption from vaccination based on a Medical Exemption or based on a Human Rights Code protected ground.

## 2. New Employees

Effective October 1, 2021, except where accommodation is required under the Human Rights Code, any new employee who begins work at the Foundation will be required, as a condition of employment, to demonstrate that they are Fully Vaccinated prior to their start date.

## 5.0 Privacy

Similar to any other personal information, only those within the Foundation who need to be aware of an Internal Representative's vaccine-related information for the purpose of administering this policy and otherwise informing the Foundation's response to the COVID-19 pandemic will have access to information relating to the dose administration receipt, Medical Exemption, documentation supporting Medical Exemption, and documentation related to any accommodation. Examples of those who may "need to be aware" include Human Resources, Manager Board Relations and Legal Services (for Board Members only) and senior leaders responsible for the health and safety of the Foundation's workplace and the achievement of the purposes referenced above.

Any private information or documentation an Internal Representative shares with Human Resources will be kept in a separate confidential Human Resources file, outside of HR SPICE, subject to reasonable confidentiality safeguards. The information collected under this policy will be retained to meet the purposes identified above and will be deleted once it is no longer needed for such purposes.

The Manager, Board Relations and Legal Services will maintain a record of the vaccination status of the Board and Committee Members indicating vaccination status but will not retain copies of any requested documentation.

This policy remains in effect until further notice or until it is superseded by provincial legislation or other public health orders.

## **6.0 Cross-References**

*Occupational Health and Safety Policy #4.2.7*

**Original Approval Date: October 1, 2021**

**Revisions:**