	<b>Loyalist Township Health &amp; Safety Protocol</b>		Number	
	Applicable Departments	All Work Locations	Date Created	August 26, 2021
			Version	FINAL
			Date Revised	
	COVID-19 Vaccine Protocol		Policy Owner	SMT/ECG

**Purpose**

Loyalist Township promotes and strongly encourages the use of COVID-19 vaccines for all eligible staff, council members, students, and volunteers (for the purposes of this policy, referred to as “team members”), unless it is medically contraindicated. This is in keeping with our duty to provide and maintain a workplace that is free of known hazards and is based on strong evidence of vaccine effectiveness in preventing serious illness and death.

Current data (August 2021) shows the vast majority of newly hospitalized COVID-19 patients are only partially vaccinated or are unvaccinated. They are also likely to be suffering from the Delta variant that is characterised by increased transmissibility and disease severity. Vaccination can protect against this. ***The data is undeniable: vaccination saves lives.***

This Protocol is intended to safeguard the health of our team members and their families, contractors, vendors, residents, and any other stakeholders; and the community at large from illness caused by COVID-19, which can be debilitating or life-ending. This Protocol is based on guidance from the World Health Organization, Public Health Services of Canada, Ontario, and KFL&A Public Health.


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.

Vaccination reduces the chance that a person will become severely ill if they contract COVID-19. Workplace control measures reduce the possibility of being exposed to the virus. ***COVID-19 vaccines do not replace workplace controls.*** To help prevent the spread of COVID-19, Loyalist Township continues to have other COVID-19 protocols to address related public health measures in place during the pandemic.

This is an evolving situation and Loyalist Township management will provide updates to staff in writing, and via Supervisors as needed, ensuring those without regular computer access receive the information in a timely manner. This policy may be updated and revised at the employer’s discretion.

**Scope**

This Protocol applies to all Loyalist Township team members. It is in effect immediately and will remain in effect while Public Health recommends people be vaccinated for prevention against COVID-19-related illness.

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## GENERAL PROCEDURE

### Proof of Vaccination

Team members who receive COVID-19 vaccinations are asked to submit proof of vaccinations (your Ontario Ministry of Health receipt) to Human Resources through HR Downloads. Instructions on how to do so is contained in an email from HR@loyalist.ca dated August 26. **ALL team members with access to HR downloads are requested to submit their receipt using HR Downloads only.**

If you are not set up as a team member on HR Downloads you may email your vaccine receipt to [HR@loyalist.ca](mailto:HR@loyalist.ca). **The deadline for submission is September 17, 2021.**

Proof of vaccination and other related medical information will be retained confidentially in HR in accordance with privacy best practices for health information, following any special guidelines recommended by Public Health. Vaccine status information will be shared with management to the degree required for operational decision-making only. Retention will not exceed recommendations and such records will be destroyed following guidance from Public Health.

A receipt of vaccination can be obtained by logging into the Ontario COVID-19 portal at <https://covid19.ontariohealth.ca/>. A receipt will look like this:


**Ontario** 

**Ministry of Health**  
**Ministère de la Santé**

Name/Nom: ██████████  
Health Card Number/Numéro de la carte Santé: #####1032  
Date of Birth/Date de naissance: ██████████  
Date/Date: 2021-05-29, 1:43 p.m.  
Agent/Agent: COVID-19\_mRNA  
Product Name/Nom du produit: PFIZER-BIONTECH COVID-19 VACCINE mRNA  
Diluent Product: PFIZER Diluent 0.9% Sodium Chloride  
Lot/Lot: EW0216  
Dosage/Dosage: 0.3  
Route/Voie: Intramuscular / intramusculaire  
Site/Site: Left deltoid / deltoïde gauche  
You have received 1 valid dose(s) / Vous avez reçu 1 dose(s) valide(s)  
Vaccine Administered By/Vaccin Administré par: ██████████ L.H., Registered Nurse  
Authorized Organization/Organisme agréé:  
Note: Only valid doses are counted / Remarque: Seules les doses valides sont comptées

Please remain on the premises for the next 15 minutes for observation. You are free to leave the vaccination clinic at: 1:58 PM / Veuillez rester sur place pendant les 15 prochaines minutes aux fins d'observation. Vous pouvez quitter la séance de vaccination à: 1:58 PM.

It is anticipated fully vaccinated team members who provide such proof will become exempt from some personal protective equipment and/or other safety protocols in place,

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as the spread of COVID-19 eases. Loyalist Township will follow the guidelines of Public Health on easing the use of personal protective equipment and other control measures for those who are vaccinated.

**Non-vaccinated Team Members**

Team members who do not submit proof of vaccination will be deemed non-vaccinated and will be required to continue wearing personal protective equipment, and follow other safety measures, consistent with guidance from Public Health for non-vaccinated people. This may also apply to those who must work within two metres of such team members, for their own safety. Management will determine when vaccinated team members are required to follow such safety protocols and to what extent. Those who are not vaccinated will be prohibited from attending in-person conferences, training sessions, or other events as a safety precaution when necessary. Vaccination is required by most training and conference vendors, as well. This is based on Public Health guidelines.


During periods of declared COVID-19 outbreaks, non-immunized staff may be placed on a leave of absence until the situation is declared over by Public Health. Those placed on such a leave may elect to use banked vacation time, lieu time owing or take an unpaid leave. Those who have acceptable medical evidence exempting them from vaccination on file and accepted by the employer may be eligible for accommodation and/or sick leave in a declared outbreak situation. Those with other exemptions based on human rights criteria may also be eligible for accommodation. If you think this may apply to you please contact HR at [HR@loyalist.ca](mailto:HR@loyalist.ca).

New team members are required to submit their vaccination receipt prior to attending the workplace.

**Medical Vaccine Exemption**

Public Health reports very rare instances of people who need to be exempt from COVID-19 vaccination. Allergies are much less common for this vaccine than others. Team members who believe they have a valid medical reason that would exempt them from being vaccinated, shall consult their healthcare provider for personal medical advice so they can make an informed decision and manage any potential risk. If exemption is recommended the employee will provide the Medical Exemption form (Appendix A) to their healthcare provider for completion. Submission of forms is required by September 17, 2021.

New team members will be required to submit form, if needed, prior to attending the workplace.

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This information will be used to ensure safety and will be retained confidentially in human resources for a period of time that is reasonable and in accordance with guidelines from Public Health.

**Vaccine Education**

Loyalist Township recognizes the importance of providing non-vaccinated employees with vaccination hesitancy education.

Non-vaccinated employees without acceptable medical evidence exempting them from vaccination, will be required to complete Vaccine Hesitancy training through HR Downloads. Such training addresses 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
- possible side effects of COVID-19 vaccination

Non-vaccinated employees will continue to comply with the restrictions set out in Loyalist Township’s General Workplace Protocol, or as otherwise instructed by the Township, as the situation evolves.

**Encouraging Vaccination**

To maximize vaccination opportunities for team members, the Township will, to the extent possible:


- Assist team members by providing information on COVID-19 vaccination and sites where COVID-19 vaccinations may be received;
- Allow reasonable time off requests if needed for the team members to access vaccination during work hours with no loss of wages (if applicable).

**Rapid Testing**

Loyalist Township endeavours to have rapid testing available for unvaccinated employees. This will also be made available to staff who are concerned about exposure, to the greatest degree possible. Those wishing to access rapid testing are asked to provide 24-hours notice if possible, and to contact Emergency Services at 613-386-3762 to schedule a test.

**Enforcement**

It is very important for our collective health and safety at work that we follow this Protocol. Failure to do so or providing false information about vaccination related to this Protocol is considered misconduct. As such, management will address the misconduct through disciplinary measures where appropriate.

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Appendix A  
 Medical Exemption from COVID-19 Vaccination

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Dear Physician,

Loyalist Township recommends all team members be immunized against COVID-19. Your patient has requested a medical exemption from this vaccination. A medical exemption from vaccination is allowed for recognized contraindications only.

Please complete and sign this form to request a medical exemption for your patient.

My patient should not be immunized with a COVID-19 vaccine for the following reason(s):

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I certify that my patient has the above contraindication(s) and recommend a medical exemption from COVID-19 vaccination.

Physician Signature \_\_\_\_\_ Date \_\_\_\_\_

I consent to my Physician providing this information to my employer.

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Any fees for form completion are the responsibility of the patient)

Please provide the completed form to your patient for return to the employer or email the completed form to our confidential human resources inbox: [HR@loyalist.ca](mailto:HR@loyalist.ca), or fax to our confidential fax number: 613-386-3833.

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act, 1991 and the Personal Health Information Protection Act, 2004, and will be used for the purpose of ensuring adequate staffing levels for the delivery of municipal services.

Questions about this request and/or the collection of this information or Loyalist Townships information privacy policies and practices should be directed to [HR@loyalist.ca](mailto:HR@loyalist.ca) or 613-386-7351 x149.