



Covid-19 Vaccination Policy and Procedure

Created: May 10, 2021

Approved by Board of Directors: May 19, 2021

Policy and Purpose

Orde Day Care Centre is committed to safeguarding the health, well being, and safety of our employees, children, their families and the community at large. Under the Occupational Health and Safety Act (OHSA), the organization is obligated to take all reasonable precautions to protect the health and safety of the workers in the workplace including hazards posed by infections disease such as COVID-19 and associated variants.

Due to the close proximity of staff to children, parents and other staff members, staff are at an increased risk of contracting COVID-19 and for this reason, we strongly recommend that all staff obtain their first and second doses of the COVID –19 vaccine at the earliest opportunity.

During the pandemic, Orde Day Care is taking additional steps to protect our employees by implementing a temporary vaccination policy based on the guidance and recommendation from the Federal Ministry of Health Public Health, Health Canada and the Public Health Agency of Canada. The COVID-19 vaccines have been approved for temporary emergency use and considered an effective intervention in reducing the impact and spread of COVID-19 in the workplace.

Procedures

Orde Day Care will assist employees by providing paid time off to be vaccinated.

All full time and part time employees of Orde Day Care will be provided an additional ½ day pay or time to take each vaccination.

Orde Day Care will provide the required paperwork to assist employees to book vaccinations.

Employees will be required to provide proof of vaccination for their personnel files and for the additional payment of ½ of paid time off.

Employees who are vaccinated will still be required to wear full PPE until such time as Orde Day Care is directed by Toronto Public Health, the Ministry of Education and the Government of Ontario

Accommodation

Employees seeking an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Accommodation form as per Orde Day Care Work Place Accommodation Policy. Orde Day Care may require documentation and/or further information to support this request.

Accommodations will be assessed based on the following:

- The ability to maintain the health and safety of others in the workplace;
- Cost to the organization; as well as
- the operational needs of the organization.



Please note that the accommodation offered may result in changes to your duties (including location) and /or hours of work.

Orde Daycare is not required under Ontario's *Human Rights Code* to accommodate the personal preference for those employees who choose not to obtain a vaccine. In the event that fully vaccinated individuals no longer need PPE, those employees choosing not to be vaccinated will be required to continue to wear full PPE until the Centre at its discretion or due to a change in public health policy eliminates this requirement.

Confidentiality

Orde Day Care will ensure the information regarding those employees who are unable to be vaccinated will be kept confidential.

Employees will be directed not to question other employees regarding their vaccination status as this information is considered confidential medical information.

Important Note

Currently, COVID-19 vaccinations are highly recommended but not mandatory in child care organization. This could change in the future. Should COVID-19 vaccination for child care staff become mandatory, the centre will comply with all mandated requirements.

Therefore, this policy may be modified at anytime based on legislative changes or at the discretion of the centre.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment, upon introduction of the policy and at any time changes are made.

I acknowledge receipt of Orde Day Care **COVID-19 Vaccination Policy and Procedure**. I understand it is my responsibility to read, understand, and comply with the **COVID-19 Vaccination Policy and Procedure**. I understand that if I have questions, at any time, regarding these Policies and Procedures, I will consult my immediate supervisor.

Please read the **COVID-19 Vaccination Policy and Procedure** carefully to ensure that you understand the policy before signing this document.

Staff Name	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date:

