



Orde Day Care Immunization Disclosure and Vaccination Policy and Procedure- Revised

Created: September 7, 2021

Revised: September 15, 2021

Reference: Instructions issued by the Office of the Chief Medical Officer of Health WHEREAS under subsection 2(2.1) of Schedule 1 and Schedule 4 of O. Reg. 364/2 September 7, 2021 Toronto District School Board Covid-19 Vaccination Procedure for Employees, Trustees and other Individuals, September 14, 2021

Approved by the Board of Directors: September 7, 2021, September 20, 2021

Purpose:

The purpose of this policy is to outline organizational expectations with regards to COVID-19 immunization disclosure and mandatory immunization for COVID-19. Orde Day Care must ensure a safe work and learning environment for all staff and children. All staff who work for Orde Day Care must be fully vaccinated against COVID-19, or obtain approval for an accommodation or exemption for this requirement in order to work at Orde Day Care and attend a Toronto District School Board school building.

This Procedure follows Ministry of Education direction, Ontario's Chief Medical Officer of Health instructions dated September 7, 2021 under the Reopening Ontario (A Flexible Response to COVID-19) Act, and the Board of Trustees' Resolution. The Procedure is consistent with the Occupational Health and Safety Policy (P048), Toronto Public Health advice, the Education Act, the Occupational Health and Safety Act ("OHSA"), and the Human Rights Code.

Due to the evolving nature of COVID-19, as well as regular changes to direction or advice from the Ministry of Education and public health officials, and/or as requirements or guidelines as set out by Toronto District School Board ("TDSB") necessitate, this Policy will be updated as required on a regular basis.

Background:

Orde Day Care recognizes the importance of immunization of individuals regularly interacting and providing services to children due to the nature of their work and potential for exposure. We must also ensure our child care and workplace remains as safe as possible in the context of the ongoing COVID-19 pandemic for the safety and well being for our employees, students, families and community members.

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:

The Immunization Disclosure and Vaccination Policy will apply to the following groups of individuals,

- Employees of the **Orde Day Care**
- Volunteers;



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- Students on an educational placement;
- Any individual who regularly interacts with children, staff or providers;
- Any person who provides child care or other services to a child who receives child care (e.g., special needs resourcing consultant)

Policy:

The Chief Medical Officer of Health has directed all licensed child care programs to develop, implement and ensure compliance with a COVID-19 immunization disclosure policy. As both locations are housed on TDSB property, we are additionally required to follow all TDSB policies as they relate to tenants of the buildings.

All individuals covered by this policy must provide one of the following:

1. Disclosure and proof of all required doses of COVID 19 vaccine

Receipts from the Ministry of Health of confirmation of COVID-19 immunization will be accepted.

Copies of Ontario vaccination receipts (i.e., proof of vaccination) can be obtained online at <https://covid19.ontariohealth.ca> using a health card number, date of birth and postal code.

Please submit this on or before Tuesday, November 1, 2021 by email to the Executive Director.

All Staff members must have completed the full course of vaccinations by November 1, 2021 and be fully vaccinated within 14 days thereafter, subject to the exemptions as indicated below.

Subject to relevant accommodation or exemptions, new employees hired by Orde Day Care as of September 15, 2021 must be fully vaccinated prior to their first day of work and show proof their immunizations

2. Support for Vaccination:

Orde Day Care will provide the following support for people subject to this policy to receive a vaccine

- a. Reimbursement of 4 hour paid time for each COVID-19 vaccination
- b. Assistance with booking vaccine appointments,
- c. peer-to-peer support,

3. COVID-19 Regular Testing

- Until September 21, 2021, COVID-19 test kits will be available at participating pharmacies. Individuals will need to show valid ID and a letter from the Orde Day Care to undergo testing.
- Orde Day Care will provide information on the list of participating pharmacies, letter from Orde Day Care, and designated locations for administration of the COVID-19 test.
- **After September 21, 2021** Individuals covered by this Procedure who are not fully vaccinated or who have not disclosed their vaccination status as required, must undergo



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Ministry of Education/Orde Day Care approved COVID-19 self- testing at home and outside of working hours, and provide proof of a negative result in order to attend work

How to administer a test is provided in the link below:

<https://www.ontariohealth.ca/sites/ontariohealth/files/2021-08/PASP-COVID19-Self-Testing%20Instrucitons.docx>

- **COVID-19 test kits will be available for individuals to self administer**
- **COVID-19 test kits will be provided to eligible individuals at no charge.**
- **No replacement pieces or materials are available outside of the individual testing box.**
- **Cost to replace any items or misuse will not be covered by Orde Day Care.**
- **COVID-19 test kits are thereafter expected to be available at the Orde Day Care (18 Orde St location from 11:30-5:00 as of Wednesday, September 22, 2021)**
- **Staff are responsible to pick up these kits from the main office**
- Individuals subject to testing requirements must provide verification of negative test results at least two times per week by **Sunday night for Monday** and **Wednesday night for Thursdays.**
- **Individuals are expected to report their test results via email **by 8:00 p.m.** on Sunday and Wednesday night to the admin@ordedaycare.org email address, or before the next scheduled work day if they are absent on Monday and Thursday.**
- **In order to attest to the result staff will be required to send a picture of the test result (testing strip) with the day written on the test strip with the sharpie marker provided. Please ensure that the date is visible in the picture when sending. We will ask you to resend if it is blurry or missing. Send the picture of the test strip with an email stating that you have undertaken the testing on ____ (include date) and the result was negative/positive.**
- Testing should not take place more than 24 hours prior to the start of your shift
- For individuals who are less frequently present at Orde Day Care workplace/in direct contact with students or employees, frequent testing may not be possible or reasonable. In these cases, the individual must complete a rapid antigen test as part of screening and demonstrate a negative test result, prior to interacting with children or staff.

Entry into Orde Day Care /TDSB workplaces will only be permitted for those who test negative.

A positive test result is considered a preliminary or presumptive positive. Anyone who receives a preliminary positive result must:

- a) inform their direct supervisor by **8:30 p.m.** or as soon as possible.
- b) seek confirmation through a lab-based PCR test or rapid POC molecular test as soon as possible (ideally within 48 hours) and report the outcome of this test to the Executive Director
- c) isolate until the results of the lab-based test are confirmed

For more information about COVID-19 tests, please visit <https://covid-19.ontario.ca/get-free-rapid-tests> and

https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/app9_management_individuals_point_of_care_results.pdf



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Orde Day Care will adjust testing requirements as necessary in accordance with public health guidance and/or as Orde Day Care deems necessary in its discretion.

4. Educational Sessions

- Individuals who are not fully vaccinated or who have not disclosed their vaccination status, with the exception of individuals who have requested a medical condition/disability exemption under the Human Rights Code (the “Code”), must complete and provide proof of completion of a mandatory education program supplied by the Ontario government by **September 24, 2021**.
- The education program will be provided as a video resource by the Ministry of Education. -Individuals will be required to review the Ministry prescribed education video outside of working hours.
- Individuals undergoing the education program are still required to meet the full vaccination requirement by November 1st, 2021

COVID-19 Vaccination Information for Educators

The educational session will address 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.

An attestation form must be submitted to the Executive Director by September 24, 2021 via email confirming that an individual who has not been vaccinated has watched the prescribed video.

Attestation forms will be available for pick up or by email from the Executive Director as of September 22, 2021.

Educational Session:

<https://www.youtube.com/watch?v=IyIv8yFnjcM>

5. Exemptions from COVID-19 Immunization

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 (i.e., permanent or time- limited).

Please submit this on or before September 20, 2021 to the Executive Director or designate @ admin@ordedaycare.org.

Orde Day Care recognizes its responsibilities and duties under the Human Rights Code. If an individual is unable to be vaccinated due to a protected ground as defined by the Code, Orde Day Care will consider

- Requests for exemptions and reasonable accommodation to a point of undue hardship. Such requests must be submitted without delay. However, this duty to accommodate



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must be balanced against Orde Day Care's obligations to protect the health and safety of employees and children in the centre's care. Due to the serious health threat COVID-19 presents to the public, if an individual is not vaccinated because of a protected ground under the Code, they can submit a request for an accommodation or exemption under one of the following two categories: (a) Medical Condition/Disability; or (b) Religious/Creed.

- Additionally, the Toronto District School Board requires Orde Day Care to notify a relevant TDSB manager/supervisor of any Orde Day Care employees who seek an exemption and/or accommodation as early as possible so that an assessment can be conducted and appropriate arrangements be placed.
- Individuals exempt from the full vaccination requirement and those individuals whose exemption requests are pending, must continue undertaking regular COVID-19 testing described below

Medical Condition/Disability Exemption

- An employee who is requesting an exemption on the basis of a medical condition must provide the Executive Director with a letter from a licenced physician or registered nurse practitioner clearly stating the reason why the individual should be exempted from receiving a vaccine, and duration of such exemption. Specific diagnosis or disclosure of actual medical condition is not required except under exceptional circumstances or where necessary in order to provide accommodation.
- This letter must be provided to the Executive Director by September 20, 2021 or as soon as possible thereafter, or for new employees, prior to their first day of employment.
- Orde Day Care reserves the right to seek further medical documentation.
- If the effective time period of a medical exemption has expired, the employee must, within 45 calendar days of the expiry date, provide proof of full vaccination.
- If a medical exemption request is denied, the employee must, within 45 calendar days of the notification date, provide proof of full vaccination

Religious/Creed Exemption

- An individual may apply for an exemption due to religious belief or creed. Requests should be submitted in writing to the Executive Director
- Information provided to support the exemption request may be disclosed to legal counsel to assist in evaluating the exemption request and deciding on reasonable accommodation.

Accommodation Process for Medical/Disability Exemptions

- The accommodation process is a shared responsibility. All parties should cooperatively engage in the process, share information and consider potential accommodation solutions.
- Employees who are requesting accommodation are required to follow the Workplace Accommodation Policy and Procedure and:
 - a) make the accommodation needs known to the best of their ability, preferably in writing, in a timely manner;
 - b) answer reasonable questions or provide information about



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- c) relevant restrictions or limitations, including information from health care professionals;
- d) take part in discussions about possible accommodation solutions;
- e) co-operate with any experts whose assistance is required to manage the accommodation process;
- f) meet agreed-upon performance standards and requirements, once accommodation is provided; and
- g) work with the Executive Director on an ongoing basis to manage the accommodation process.

6. Confidentiality Statement

As per s. 77 of O. Reg 137/15 made under the Child Care and Early Years Act, 2014, Orde Day Care is required to report such statistical information to the Ministry of Education as be required. No identifying information will be provided to the ministry in relation to this policy; all statistical information will be provided in aggregate form.

Orde Day Care will provide the following information as required by the Ministry of Education:

- Total number of individuals to which this Procedure applies;
- Total number of individuals who have provided proof of being fully vaccinated against COVID-19;
- Total number of individuals who have not yet submitted the proof of vaccination
- Total number of individuals who provided a documented medical reason for not being fully vaccinated against COVID-19;
- Total number of individuals who completed an educational session about the benefits of COVID-19 vaccination;

7. Non-Compliance

It is a violation:

- a. to access Orde Day Care workplace and/or participate in work-related activities without fully complying with this Procedure;
- b. to fail to report vaccination status and/or any required COVID-19 Testing;
- c. to provide any false, misleading, or otherwise dishonest information or documents to Orde Day Care in relation to this Procedure; or
- d. To otherwise fail to comply with any COVID-19 health or safety precaution requirement put in place by Orde Day Care, whether or not such requirement is expressly set out in this Procedure.

Individuals who fail to comply with this Procedure may be subject to administrative or disciplinary action, up to and including termination from their employment.

Individuals who make false attestations related to being vaccinated will be subject to disciplinary action, up to and including termination for employees, removal of access to/restriction from Orde Day Care premises on such conditions and/or for such duration as determined by the Orde Day Care, or any other action at the Daycare's discretion.

Employee Policy and Procedure Review and Acknowledgement

I acknowledge receipt of the Centre's COVID-19 Immunization Disclosure and Vaccination Policy and Procedure. I understand it is my responsibility to read, understand, and comply with



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the Policy. I further understand that if I have questions, at any time, regarding this Policy, I will consult with the Executive Director.

Please review this Policy carefully to ensure that you understand it and/or ask any questions you have before signing this document.

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



Attestation

Completion of Education Sessional on COVID-19

I, _____ attest that I have completed the educational session provided to me

by Orde Day Care on _____ about the COVID-19 immunization.

Signed: _____

Date: _____



Letter of Attestation

I, _____ attest to have watched the

