	Manual:	Infection Prevention and Control Manual	Reference:	
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	Subject:	COVID-19 Vaccination Policy	Revised:	

POLICY

It is the policy of the Fairview Parkwood Communities that we recognize the importance of immunization of staff members, student placements and volunteers due to the nature of their work with vulnerable seniors and potential for exposure in the community. This COVID-19 policy aims to protect the home's population including residents, staff, and volunteers.

This policy applies to:

- All staff (including employees, people on contract, and people employed by an employment agency or other third party)
- Students on an educational placement at the home
- Volunteers

Requirements


All people subject to this policy need to make an informed decision about whether to receive a COVID-19 vaccine. It is important that all of the above are adequately educated about COVID-19 and the vaccines.

All of the above listed people must provide one of the following:

1. Proof of COVID-19 vaccine administration as 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 was administered and, as soon as reasonably possible, proof of administration of the second dose: **OR**
 - b. Proof of all required doses of a COVID-19 vaccine approved by Health Canada.
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 period for the medical reason (i.e., permanent or time limited).
3. Proof that the individual has completed the education program approved by Fairview Parkwood Mennonite Homes.

Support for Vaccination

As an incentive, Fairview Parkwood Mennonite Homes will support employees to receive a vaccine by issuing payment for four hours of paid time upon receipt of proof of the two-dose vaccine for COVID-19.

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Non-compliance with the policy

Fairview Parkwood Mennonite Home will remove from duty any staff member who has not complied with this policy within 30 days of implementation of the policy. The individual will remain off work until the policy is complied with.

If a medical reason expires the person may have 30 days from the date of expiration of the medical reason for complying with this policy or be subject to the non-compliance outcome stated above.

If a person has received their first dose of vaccine, they will be considered to have met the obligations of the policy until such time as they become eligible for their second dose. The Infection Control Practitioner for the Home will track these individuals to ensure the stipulated time frames are being complied with.

4. Newly hired staff require first dose of the vaccine as a condition of employment and are required to become fully immunized to remain as an employee. The exemption to this condition is written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
 - c. That the person cannot be vaccinated against COVID-19; **and**
 - d. The effective period for the medical reason (i.e., permanent or time limited).

Students and volunteers must be compliant with the policy prior to coming to the Home for educational placement or volunteer hours.

Educational Program



The educational program will provide all of the following:

- I. How COVID-19 vaccines work
- II. Vaccine safety related to the development of the COVID-19 vaccines
- III. The benefits of vaccination against COVID-19
- IV. Risks of not being vaccinated against COVID-19
- V. Possible side effects of COVID-19 vaccination

Required Statistical Information

The Homes are legislatively required to collect, maintain, and disclose to the Ministry of Long-Term Care on at least a monthly basis and in a manner set out by the ministry the following:

- a. Total number of individuals subject to the home's policy for the reporting cycle.

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- b. Total number of individuals who have submitted the proof as per the above requirement and the type of proof submitted.
- c. For each type of proof, the number of individuals who submitted each type of proof who are staff, student placements or volunteers.

Note: The Ministry of Long-Term Care may share this statistical information with the Ministry of Health or the local public health units at any time.

No identifying information is provided to the ministry in relation to this policy; all information will be provided in aggregate form.