

OPERATIONAL POLICY- 015
Covid Vaccination Requirements for Staff and Visitors to OCNI Office
Effective: September 7, 2021

The purpose of this Policy is to:

- ensure that OCNI provides a safe workplace for OCNI staff working in the OCNI office and visitors to the OCNI office.

This Policy applies to:

- OCNI staff, meaning all employees, volunteers, students, and contractors of OCNI; and
- visitors to the OCNI office, including clients and family members of staff.

This Policy will be reviewed and updated from time-to-time by:

- OCNI President and CEO.

REVISION HISTORY

Revision	Date	Change	Prepared by
1	September 1, 2021		Stephanie Miner MASON BENNETT JOHNCOX

<p>Content Authority:</p> <p>Name: Ron Oberth</p> <p>Title: President and CEO</p> <p>Date: September 7, 2021</p> <p>Signature: </p> <hr/>	<p>Approved by:</p> <p>Name: Ron Oberth</p> <p>Title: President and CEO</p> <p>Date: September 7, 2021</p> <p>Signature: </p> <hr/>
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Index

1. Policy

2. Definitions

3. Background & Purpose

4. Accommodation

5. Implementation

6. Privacy

7. Compliance

1.0 Policy

Maintaining a safe and healthy workplace is a priority. OCNI is committed to taking every precaution reasonable in the circumstances for the protection of Staff and Visitors from the hazard of COVID-19 in the workplace. Vaccination is a key element of such protection. Thus, OCNI requires Staff using the OCNI office and Visitors to the OCNI office to be fully Vaccinated against COVID-19 with Vaccines approved by Health Canada for use in Canada.

This Policy will remain in effect for as long as it is required to ensure the health and safety of Staff and Visitors and will be updated by OCNI's President and CEO from time to time based on public health advice. OCNI is committed to compliance with all applicable public and occupational health and safety, human rights, privacy, and other laws in the development and implementation of this Policy.

2.0 Definitions

"COVID-19" refers to the coronavirus, which is an infectious disease caused by SARS-CoV-2, a highly contagious virus.

"Vaccinated" refers to an individual who has received all recommended doses of a Vaccine recommended or required to produce an immune response to COVID-19.

"Vaccine(s)" refers to a vaccine approved by Health Canada for use in Canada against COVID-19.

"Visitors" refers to all individuals entering the OCNI office beyond the entrance area, including, but not limited to, clients and family members of Staff.

"Staff" refers to all OCNI employees, volunteers, students, and contractors.

3.0 Background & Purpose

OCNI is committed to taking every precaution reasonable in the circumstances for the protection of Staff in the workplace. Given the continuing spread of COVID-19 (including the Delta variant), the compelling data demonstrating a higher incidence of COVID-19 among the unvaccinated population, and the increasing levels of contact between individuals as business, services, and activities have reopened, it is important for Staff and Visitors in the OCNI office to be Vaccinated in order to protect themselves and others. The federal and provincial governments, the Public Health Agency of Canada, and regional public health authorities recommend the Vaccine as a critical preventative measure.

This Policy, along with existing OCNI COVID-19 protocols, is intended to ensure that OCNI is taking prudent steps to provide a safe workplace.

4.0 Implementation

This Policy is effective immediately for Visitors to the OCNI office. Visitors are required to show valid proof of being Vaccinated prior to entering the OCNI office.

This Policy is enforceable as of **October 19, 2021** for Staff. Staff are required to provide valid proof of being Vaccinated to OCNI's President and CEO in order to be at the OCNI office.

Valid proof means documentation verifying that the Staff or Visitor is Vaccinated. Staff and Visitors may access an official copy of their vaccination receipts at the following link:

<https://covid19.ontariohealth.ca/app-home> or provide an official vaccination receipt from another jurisdiction.

Staff who are not Vaccinated will not be permitted in the OCNI office. However, such staff will be permitted to work remotely as long as all of their job duties can be performed remotely without negatively impacting the business of OCNI, which will be determined in the sole discretion of OCNI and addressed with the individual Staff member by OCNI's President and CEO as required.

Staff who choose not to be Vaccinated for reasons outside of a protected human rights ground, and whose job duties cannot be fully performed remotely, which will be determined in the sole discretion of OCNI, will be deemed not to have complied with this Policy.

5.0 Accommodation

OCNI is committed to a workplace free from discrimination and harassment in accordance with Ontario human rights laws. Staff who are not Vaccinated due to a protected human rights ground under the *Human Rights Code* will be accommodated to the point of undue hardship. Staff seeking accommodation are required by law to self-identify the specific prohibited ground that they believe Vaccination would infringe and participate in the accommodation process, including, but not limited to, providing information to establish the existence of a protected ground, such as a medical note. To discuss possible exemptions and related accommodation under this Policy, Staff should contact OCNI's President and CEO.

6.0 Privacy

Vaccination status information will only be collected, used, and disclosed as required for the reasonable purpose of:

1. taking all reasonable precautions to ensure the health and safety of everyone in the workplace;
2. administering this Policy; and
3. as required by law.

7.0 Compliance

Staff and Visitors are responsible for compliance with this Policy and shall comply with all related and applicable OCNI protocols regarding physical distancing, wearing masks, cleaning and disinfection, and daily online reporting of COVID-19 symptoms and/or contact with individuals who may carry COVID-19.

Staff who do not comply with this Policy may be subject to disciplinary action up to and including termination for cause.