

# COVID-19 Mandatory Vaccination Policy



## Policy Statement

S.H.I.F.T. values the health and safety of all staff, volunteers, and participants. S.H.I.F.T. is committed to taking every precaution reasonable for the protection of the health and safety of workers from COVID-19.

Vaccination is a key element in the protection of S.H.I.F.T. employees and volunteers against COVID-19. This policy is designed to maximize COVID-19 vaccination rates among S.H.I.F.T. employees and volunteers as one of the critical control measures to manage COVID-19. For this reason, S.H.I.F.T. employees, students and volunteers are required to be fully vaccinated against COVID-19.

## Background and Current Situation

Since early 2020 the COVID-19 global pandemic has affected the way we work and interact with one another, impacting our ability to adequately serve our community.

Full vaccination has been shown to be effective in reducing the severity and transmission of COVID-19 and its' variants. There is compelling data that demonstrates a higher incidence of COVID-19 among the unvaccinated population. As well, there continues to be spread of the virus as businesses, services and activities are reopened. S.H.I.F.T. respects and supports your individual right to choose whether to receive the COVID-19 vaccination; however, as we serve a vulnerable population it is our duty and responsibility to offer the safest space we can.

For this reason, S.H.I.F.T. feels it is important that all employees and volunteers are fully vaccinated to protect themselves from serious illness as well as to provide indirect protection to others, including those we serve. Based on the Letter of Instruction and recommendations of the Chief Medical Officer of Health and the Simcoe Muskoka District Health Unit guidelines, S.H.I.F.T. will require that anyone working within any S.H.I.F.T. program that provides face-to-face services with individuals **and** anyone that must enter the building to perform any of their regular or assigned duties as a staff or volunteer must provide proof of vaccination.

## Application

This policy applies to all S.H.I.F.T. employees, volunteers, and students. For the purpose of this policy only, reference to "employees" shall also be read to include volunteers and students.

New S.H.I.F.T. employees are required to be fully vaccinated against COVID-19 as a condition of employment.

## Continued Compliance with all Health and Safety Precautions

Unless a legislated or regulatory exemption applies, all S.H.I.F.T. employees are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls of screening, wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in S.H.I.F.T. business.

## Responsibilities

Employees are expected to:

- follow all health and safety policies and protocols, and.
- complete any required education or training about COVID-19, including health and safety protocols.

## Vaccination Requirement

All S.H.I.F.T. employees are required to be fully vaccinated with a COVID-19 vaccine series by October 1, 2021.

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## Proof of Vaccination

S.H.I.F.T. requires proof of vaccination from all employees. Proof means documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization.

Employees must disclose their vaccination status to S.H.I.F.T. in accordance with the established process by no later than October 1, 2021.

Employees will be required to update their vaccination status in accordance with the established process by the dates set out in this policy.

S.H.I.F.T. will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace. Employees may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where employees are directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to work (e.g., after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption).

By October 1, 2021, everyone can expect that prior to commencing any duties as a staff or volunteer with S.H.I.F.T.:

- a. You will have been asked to provide proof of vaccination, OR
- b. If you are unable to receive the vaccine due to health, or personal reasons you are welcome to volunteer in the following ways:
  - 1) S.H.I.F.T. Program Volunteers
    - ✓ Meal Makers – Community Dinner/Outreach Program
  - 2) Or contact us for more information about and the nomination process for any of the following:
    - ✓ Coldest Night of the Year
    - ✓ S.H.I.F.T. Fundraising Committee
    - ✓ S.H.I.F.T. Planning & Development Committee
    - ✓ S.H.I.F.T. Advisory Committee
    - ✓ South Simcoe Affordable Housing Task Force (SCATEH – South Simcoe)

## Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

S.H.I.F.T. will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information to ensure that it continues to optimally protect the health and safety of employees in the workplace and the public that we serve. To that end, following the recommendations of Simcoe Muskoka District Health, S.H.I.F.T. will continue to assess other available workplace risk mitigation measures, including, for example, requiring proof of a negative COVID-19 test, etc. If it is determined that additional precautions are necessary, S.H.I.F.T. may decide to deploy new measures (including at an individual level) to protect employees and the public from COVID-19 and may amend this policy accordingly and/or communicate the required precautions to impacted employees.

## Consequences of Non-Compliance with Policy

Employees who do not comply with this policy may be subject to discipline, up to and including dismissal.