

	POLICY TITLE	CATEGORY
	COVID-19 Immunization Policy & Testing Requirements	Programs
	APPROVING BODY OR POSITION	APPROVAL DATE
	Director, Programs	October 2021
	PRIMARY LEGISLATION / REGULATION REFERENCE(S)	
Child Care and Early Years Act, 2014 (CCEYA) Ontario Human Rights Code		

POLICY

This Policy is being implemented to ensure the health and well-being of children, families, employees, students, and volunteers in our child care settings.

Purpose

The purpose of this policy is to outline Family Day’s expectations with regards to COVID-19 immunization. High rates of vaccination in child care is important to protect all staff, children and families who we provide care for and to help reduce the risk of outbreaks and the need for isolation or closing of programs. Vaccinations will help create a safe environment for children, families, and staff. All individuals subject to this policy must be fully vaccinated against COVID-19, or obtain approval from Family Day for an accommodation or exemption from this requirement.

Family Day 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 in the community. This COVID-19 immunization policy aims to protect children, employees, volunteers, students on educational placements and any person providing child care or other services to a child in care. 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.

Scope

The COVID-19 Immunization Policy will apply to the following groups of individuals who work for or provide services to Family Day, except where the individual works remotely and the individual’s work does not involve in-person interactions (collectively referred to in this policy as “**Covered Individuals**”):

- All Family Day employees
- Students
- Volunteers
- Students on an educational placement
- Any licensee who regularly interacts with children, and employees
- Any person who provides child care or other services to a child who receives child care (e.g., special needs resourcing consultant)

New hires will be required to present proof of full vaccination (as defined below), prior to commencing employment, subject to reasonable accommodation in accordance with the requirements of the *Ontario Human Rights Code*.

Application of this 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 policy. All Covered Individuals must provide one of the following:

1. Proof of all required doses of a COVID-19 vaccine approved by the World Health Organization, with the second dose having been received at least 14 days prior.
2. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
 - a) that there is a documented medical reason 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)
 - c) Proof that the individual has completed an educational session approved by Family Day

Testing Requirements

As of November 10, 2021, covered Individuals who are not fully vaccinated must:

1. Complete antigen point of care testing for COVID-19, three times a week; and
2. Provide written verification (email or text messaging) of the negative test result to their Supervisor/Manager by 7 pm, prior to the beginning of their next scheduled shift

Family Day recommends testing to be completed 12-24 hours, and latest by 7 pm before arriving at work location.

If a Covered Individual receives a positive result from rapid antigen testing, they cannot report to work, and must submit to a laboratory-based PCR test to confirm the results as soon as possible.

If an individual has had a laboratory-confirmed COVID-19 infection they should not participate in antigen testing for 90 days following the date of their positive COVID-19 test result. These individuals should immediately resume COVID-19 rapid antigen testing after the 90th day from the date of their positive COVID-19 PCR result.

Covered Individuals who have not provided disclosure of their vaccine status in accordance with this policy will be treated as not fully vaccinated and individuals who have only had their first dose of a COVID-19 vaccine will be required to comply with the rapid antigen testing requirements set out above until 14 days past their final dose.

Educational Session

The educational session has been approved by and/or provided by Family Day and addresses 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
- Possible side effects of COVID-19 vaccination

For more information and resources on COVID-19 and COVID-19 vaccinations, please go to <http://familydaycare.com/wp-content/uploads/COVID-19-Educational-Resources.pdf>

Providing Proof

- **Proof of vaccination:**

By November 30, 2021, all Covered Individuals must provide acceptable proof that they are fully vaccinated. For the purposes of this policy, “fully vaccinated” means that you have received the completed series of a COVID-19 vaccine approved by Health Canada [or] the World Health Organization (WHO) more than 14 days prior.

If you have only received your first dose of a two-dose vaccination series approved by Health Canada and World Health Organization (WHO), provide proof that the first dose was administered and, as soon as reasonably possible, provide proof of administration of the second dose using the same protocol above.

To the extent booster shots become recommended by Health Canada, this policy may be amended and staff may be required to receive additional doses and update their vaccination status.

Until “fully vaccinated”, staff will be subject to rapid antigen testing as outlined in the Testing Requirements section above.

For Covered Individuals who were vaccinated in Ontario, the only acceptable proof of vaccination is the receipt provided by the Ministry of Health to the person who was vaccinated.

- **Proof of a medical reason for not being vaccinated**

Proof must be provided by either a physician or a nurse practitioner (note: a nurse practitioner is a registered nurse who holds an extended certificate of registration under the Nursing Act, 1991).

In some instances, the medical reason for the person not being vaccinated may be time limited. The note from the physician/nurse practitioner should specify whether the reason is permanent or time-limited. If time-limited, the note should indicate how long it is expected to last.

- **Proof of completion of an educational session**

Covered Individuals who do not intend to be vaccinated, without a documented medical reason, will be required to participate in an educational session approved by Family Day about the benefits of COVID-19 Vaccination. This educational session must be completed by October 15, 2021.

Staff undergoing the education program are still required to meet the full vaccination requirement by November 30, 2021 or submit to testing in accordance with this policy.

The Covered Individuals must sign an attestation form saying they completed the educational session.

Confidentiality Statement

Any personal information collected under this policy will remain confidential and will be maintained in accordance with Family Day’s Confidentiality & Non-Disclosure of Proprietary Information policy.

In addition, as per s. 77 of O. Reg 137/15 made under the Child Care and Early Years Act, 2014, Family day is required to report such statistical information to the Ministry of Education as may 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.

Accommodation

This policy will be interpreted and applied consistent with Family Day's obligations under applicable legislation, including but not limited to legislation in respect of employment standards, human rights, and occupational health and safety. Family Day will provide accommodation in accordance with the requirements of the Human Rights Code.

Requests for accommodation in connection with this policy should be made in accordance with the procedure contained in Family Day's accommodation policy and will be considered on a case-by-case basis, in light of Family Day's other legal obligations related to health and safety. Such requests will be kept confidential to the extent possible and such information will not be disclosed except as required for the implementation of this policy, or as otherwise may be required to ensure every precaution reasonable is taken in the circumstance to protect health and safety in our caregivers and children.

Family Day is under no obligation, and will not be, accommodating Covered Individuals who choose not to get vaccinated as a matter solely of personal preference.

Non-Compliance

Non-compliance with this policy by the timeframes set out herein may result in the Covered Individual being placed on an unpaid leave up to 12 months, and/or disciplinary action up to and including termination of employment for cause.

Continued Monitoring of Safety Protocols

Family Day will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of employees in the workplace and the public that they serve. To that end, and in consultation with Public Health and occupational health and safety experts, Family Day will continue to assess other available workplace risk mitigation measures. If it is determined that additional precautions are necessary, Family Day may decide to deploy new measures (including at an individual level) to protect staff, clients and the public from COVID-19, and may amend this policy accordingly and/or communicate the required precautions to impacted employees.

Please see Appendix A: COVID-19 Vaccine Attestation Form

Please see Appendix B: COVID-19 Vaccine Educational Session Attestation Form



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COVID-19 Vaccination Attestation Form

I _____ confirm that I am fully vaccinated against COVID-19.

In this attestation, fully vaccinated against COVID-19 means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization (example: two doses of a two-doses vaccine series, or one dose of a single-dose vaccine series), and having received the final dose of the COVID-19 vaccine at least 14 days ago.

I confirm that all of the information and answers provided herein, and any accompanying supporting documentation, are complete, true and correct to the best of my knowledge and belief as required by law. I understand that any misrepresentation, falsification, or omission of any material facts may render this attestation void.

Employee Name (please print)

Employee Signature

Date

Supervisor / Manager Name (please print)

Supervisor / Manager Signature

Date



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**COVID-19 Vaccination
Educational Session Attestation Form**

I _____ confirm that I fully reviewed all Educational and training documents shared by Family Day.

I confirm that all of the information and answers provided herein, and any accompanying supporting documentation, are complete, true and correct to the best of my knowledge and belief as required by law. I understand that any misrepresentation, falsification, or omission of any material facts may render this attestation void.

Employee Name (please print)

Employee Signature

Date

Supervisor / Manager Name (please print)

Employee Signature

Date