

LAMBTON COUNTY DEVELOPMENTAL SERVICES STATEMENT OF POLICY and PROCEDURE			
Section:	Human Resources	Ref. No.	HR 2.335
Subject:	COVID -19 Vaccination		
Issued By:	LCDS Board of Directors	Page:	Page 1 of 9
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1. Policy Statement	
1.01	LCDS recognizes the importance of immunization of all to prevent, alleviate and respond to the outbreak of COVID-19 and to reduce the risk of serious infection and transmission of infection to co-workers, and people we support. It is mandatory that employees, volunteers, unpaid learners, and third party visitors are fully vaccinated unless it is for a bona fide medical reason, or a protected Human Rights related reason.
1.02	LCDS is committed to provide information, encourage and promote vaccinations, and to outline organizational expectations with regards to COVID-19 immunization to employees, unpaid learners, volunteers, and third party visitors.
1.03	We are obligated under the <i>Occupational Health and Safety Act</i> (OHSA) and regulations (including Ontario Regulation 67/93) to take every reasonable precaution in the circumstances to protect a worker and to comply with our obligation under applicable emergency orders (ie.O. Regs. 121/20 and 177/20) and current Public Health advice. Our aim is to reduce the risk of workplace exposure to and transmission of COVID-19 and thereby prevent exposure to the vulnerable people we serve. Vaccination is a recognized, critical control measure for the hazard of Covid-19 illnesses.

2. Scope	
2.01	This policy applies to all employees, volunteers, unpaid learners and third party visitors.

3. Definitions	
3.01	COVID-19: a highly infectious and deadly communicable disease. This includes all the variants associated with this coronavirus.
3.02	Fully vaccinated: means, (a) they have received, (i) the full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines, (ii) one or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, or (iii) three doses of a COVID-19 vaccine not authorized by Health Canada; and

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	(b) they received their final dose of the COVID-19 vaccine and 14 days have passed before providing the proof of being fully vaccinated. This definition could change based on the current situation.
3.03	Third party visitors: includes contractors, healthcare providers, family members and other visitors with a specific purpose for individuals served or their environment (e.g., cleaning, maintenance, companionship).
3.04	Rapid Antigen testing: is a rapid diagnostic test suitable for point-of-care testing that detects the presence or absence of an antigen. Screening, through the use of rapid detection tests (RADTs, or rapid tests), can potentially identify positive cases earlier (within 15 minutes) to help reduce the spread of the virus and prevent outbreaks. Rapid Antigen testing is not to be used for anyone that is symptomatic.
3.05	Outbreak: shall be defined by government protocols, and Lambton Public Health Unit (i.e., at least one active COVID-19 case among a person living there or staff member)
3.06	IPAC: (Infection Prevention and Control) evidence-based practices and procedures that, when applied consistently in health care and care settings, can prevent or reduce the risk of transmission of microorganisms to health care and care settings employees, people receiving support, and essential visitors.
3.07	EMT: Emergency Management Team is comprised of LCDS Senior Leadership team, management representative and Health and Safety Coordinator.
3.08	High-risk environments include situations in which there is: <ul style="list-style-type: none"> ○ A risk of exposure to unvaccinated people and/or people who test positive with COVID- 19; ○ Close prolonged contact, areas with poor ventilation, and/or inability to maintain physical distance; ○ Any area currently experiencing an outbreak.

4. Procedures	
4.01	In the OHSA it is the responsibility of the Employer and the Supervisor to take every "reasonable precaution" to protect employees. It is the responsibility of all LCDS employees, volunteers, unpaid learners and third party visitors to follow LCDS direction and follow LCDS policies and procedures for COVID safety.
4.02	EMT is responsible to provide educational information regarding COVID-19, as it becomes available.

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4.03	Human Resources is responsible to update this policy to reflect the latest research, guidance and legislation from the Ontario Government, the Federal Government, Ministry of Health, the Public Health Agency of Canada, Public Health Ontario, and Lambton Public Health.
4.04	All employees, volunteers, unpaid learners will review and sign off on the COVID-19 Policy on the LCDS learning platform within five days of posting. All third party visitors will be made aware of this policy's expectations through the screening process. Families will be made aware of this policy and its availability on LCDS website.
4.05	LCDS will inform all third party visitors of the LCDS COVID -19 Vaccination policy.
4.06	<p>Prospective Employees/Unpaid learners/volunteer</p> <ul style="list-style-type: none"> Any offer made by LCDS to a Prospective employee/unpaid learner/volunteer will be conditional on proof of full vaccination for COVID-19 and commitment to maintaining vaccination in good standing (subject to human rights related accommodation up to the point of undue hardship). A conditionally engaged prospective employee/unpaid learner/volunteer will have one (1) week from the date of offer to complete the declaration of vaccinations and produce satisfactory proof of COVID-19 vaccination, failing to do so will result in the offer being rescinded. No conditionally engaged prospective employee/unpaid learner/volunteer will be permitted to perform any work or take part in orientation until the condition above has been satisfied.
4.07	<p>Existing employees/volunteers/unpaid learners</p> <ul style="list-style-type: none"> It is important for LCDS to protect employees/volunteers/unpaid learners and people supported under the Occupational Health and Safety Act. Effective December 13, 2021 all employees/volunteers/unpaid learners must be fully vaccinated or have their first dose of the Covid-19 vaccination unless they have a provincially approved medical reason, or a protected Human Rights related reason. Any employee/unpaid learner/volunteer who fails to provide proof of their first dose of the Covid-19 vaccination by December 13, 2021 will be placed on an unpaid leave of absence. Unvaccinated employees on a leave that have not provided proof of their first vaccination by January 3, 2022 will be terminated for cause. All employees/unpaid learners/volunteers must be fully vaccinated by February 28, 2022.

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	<ul style="list-style-type: none"> • Failure to be fully vaccinated by February 28, 2022 will result in termination for cause. • Employees who continue to be off on an approved leave due to Ontario Regulation 177/20 under the Reopening Ontario (A Flexible response to COVID-19) Act, 2020 and not being fully vaccinated will now fall under the above procedure. • Employees/unpaid learners/volunteers who fail to submit proof of COVID-19 vaccination will be considered not vaccinated.
4.08	<p>Disclosure of Vaccination Status LCDS requires that all existing employees/volunteers/unpaid learners provide the following information:</p> <ul style="list-style-type: none"> • Disclosure of vaccination status (and regular updates regarding vaccination status) • A copy of their Ministry of Health vaccination record (dose 1 and dose 2, where applicable) against COVID-19 will be submitted through LCDS learning platform by December 13, 2021. In the case of vaccination obtained outside of Ontario, or an equivalent satisfactory documentation should include the date, location, type of vaccine administered and name of authorized administrator/agency. The link to download the vaccination record is https://covid19.ontariohealth.ca . • Third party visitors age twelve and over will be required to provide proof of being fully vaccinated and provide proof of photo identification (if age 18 and over) prior to entering a LCDS residence or other LCDS premises as part of the active screening process. • Any costs associated with proof of immunization or proof of exemptions are the responsibility of the employee, volunteer, unpaid learner or third party visitor.
4.09	<p>Employees, volunteers, or unpaid learners unable to be vaccinated due to medical reasons must provide LCDS written proof of a medical reason provided by a physician or registered nurse practitioner (or equivalent) authorized to practice in Ontario that sets out: (i) a documented medical reason for not being fully vaccinated against COVID-19, consistent with the guidance to physicians and nurses in Ontario by their governing professional body (ii) the effective time period for the medical reason.</p> <p>Employees, volunteers, or unpaid learners that decline the COVID-19 vaccination for any other grounds protected by the Human Rights Code, LCDS requires the employee identifies that declining the vaccine</p>

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	<p>was based on a ground protected by the Human Rights Code. LCDS reserves the right to ask for information to substantiate the grounds. The validation of the request will be assessed by the Human Resource Director in consultation with the Executive Director.</p> <p>Refusal to provide required information will result in the person being considered “unvaccinated” for reasons that are not protected under the Human Rights Code. They will therefore be subject to discipline for refusal to provide such information and cooperating in this important health and safety process. Providing this information is reasonably necessary to prevent, alleviate and respond to the outbreak of COVID- 19.</p>
4.10	<p>Educational session and resources</p> <ul style="list-style-type: none"> • Resources and information around COVID-19 will be shared with all employees. • All unvaccinated employee/unpaid learners/volunteers must complete an educational session assigned to them on LCDS learning platform this will include: <ul style="list-style-type: none"> ○ How COVID-19 vaccines work ○ Vaccine safety related to the development of the COVID- 19 vaccines ○ The benefits of vaccination against COVID-19 ○ Risks of not being vaccinated against COVID-19; and ○ Possible side effects of COVID-19 vaccination
4.11	<p>Rapid Antigen Testing</p> <ul style="list-style-type: none"> • Unvaccinated employees, volunteers and unpaid learners will be subject to Rapid Antigen testing. This option will cease as of December 13, 2021 unless an approved accommodation is in place based upon a protected Human Rights code or someone is transitioning to be fully vaccinated. • Rapid Antigen testing will be arranged with the employees, unpaid learner or volunteer’s supervisor. They can participate at on-site testing or complete Rapid Antigen testing through a community provider. They will be responsible for any expense incurred for testing. The employee will submit proof of a Rapid Antigen COVID-19 test to LCDS learning platform a minimum one time every seven days. If the test results are positive follow the LCDS COVID -19 guidelines. • There may be additional precautionary measures, but not limited to: <ul style="list-style-type: none"> ○ Wearing enhanced PPE; ○ Prohibited from providing direct support to a person who is

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	<p>symptomatic and probable or confirmed to have COVID-19 until their isolation period is complete;</p> <ul style="list-style-type: none"> ○ Prevented from working in a location that is experiencing an outbreak until the outbreak is declared over by Public Health. ○ Reassigned or temporary lay-off from working in high-risk environments and/or limited to working in one location or cluster within LCDS and/or one employer within the Developmental Services Sector for the duration of the Pandemic. ○ Limitations to apply for job posting or transfer opportunities ○ Due to the Province of Ontario's Vaccine Passport program, unvaccinated employees may have further restrictions on what community activities they can attend with people they support.
4.12	<p>Accommodation</p> <ul style="list-style-type: none"> ● Should an employee/volunteer/unpaid learner decline the COVID-19 vaccination, for reasons related to disability (medical), creed or any other grounds protected by the Human Rights Code, LCDS reserves the right to ask for information to substantiate the grounds and will participate with LCDS's accommodation process. ● LCDS is committed to human rights accommodation up to the point of undue hardship where a person is unable to vaccinate for human rights protected reasons. Such situations will be assessed on a case-by-case basis. ● To determine whether accommodation is required and/or possible without undue hardship, LCDS will use the Risk Assessment Framework adapted from the Public Services Health and Safety Association's <i>General Infectious Disease Risk Assessment and Management Tool</i>. The Framework will be used to consider the nature of an individual's work, the location/environment where work is performed, and the current community risk associated with transmission of COVID-19. ● Due to the seriousness of COVID-19 and its impact on the health and safety of LCDS work environments and the people we support, accommodation may not be possible due to undue hardship. ● Any employee being accommodated will be required to undergo regular Rapid Antigen Screening up to three (3) times weekly.
4.13	<p>Third party visitors</p> <p>All third party visitors will provide proof in the form of a dose administration receipt and/or QR code, of having been fully vaccinated and proof of identification prior to entering any of LCDS premises.</p>
4.14	<p>Vaccination opportunities and reimbursement</p> <ol style="list-style-type: none"> 1. LCDS employees who are able to schedule a vaccination appointment at vaccination clinic during a scheduled shift are

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	<p>expected to work collaboratively with their supervisor to schedule appropriate time to receive the vaccination(s).</p> <p>2. There may be government subsidies that could reimburse employees that are absent from work due to COVID -19, however there is no guarantee of the availability of a subsidy.</p> <p>The government subsidy could include when an employee is:</p> <ul style="list-style-type: none"> • Going for a COVID-19 test • Staying home awaiting the results of a COVID-19 test • Being sick with COVID-19 • Getting individual medical treatment related to COVID-19 • Going to get vaccinated • Experiencing a side effect from a COVID-19 vaccination • Having been advised to self-isolate due to COVID-19 by an employer, medical practitioner or other specified authority • Providing care or support to certain relatives for COVID-19 related reasons, such as when they are sick with COVID-19 or have symptoms of COVID-19 on the advice of a medical practitioner or other specified authority <p>Full-time employees, according to the legislation, are required to use their sick time when the reason for their absence is covered by their employer's present sick policy except as may be provided by the Employment Standards Act. For example, the employee is sick with COVID symptoms or tests positive with COVID.</p>
4.15	<p>Reporting and Record Keeping</p> <p>LCDS will document and collect the following statistical information as required by the MCCSS:</p> <ul style="list-style-type: none"> • the number of individuals that provided proof of being fully vaccinated against COVID-19; • the number of individuals that provided a documented medical reason for not being fully vaccinated against COVID- 19; • the number of individuals that completed an educational session about the benefits of COVID-19 vaccination. <p>All records about COVID-19 vaccinations and accommodations for LCDS Employees (Existing and Prospective) will only be collected, used, or disclosed as may be necessary for legitimate operational purposes or as directed or requested by governmental authorities. All records will be kept in a secure manner consistent with LCDS's privacy policies and practices.</p>

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4.16	<p>Other COVID-19 Protective Measures</p> <p>All of the Agency’s polices and protocols with respect to COVID-19 protective measures continue to apply to all employees/volunteers/unpaid learners.</p> <p>All employees/volunteers/unpaid learners must continue to comply with LCDS policies, protocols and rules with respect to physical distancing, masking, screening, personal protective equipment and any other measures intended to reduce the risk of transmission of COVID-19. These protocols are located online on the LCDS website and LCDS SharePoint for employees.</p> <p>Failure to comply and cooperate with this policy and the measures implemented under this policy may include actions which may include, but not limited to modifying the terms of employment and may be grounds for discipline up to and including termination for cause.</p>
4.17	<p>Review of Policy</p> <p>These procedures and where necessary the policy will be regularly reviewed and updated to reflect the latest scientific research, guidance and legislation from the Ontario government, the federal government, Ministry of Health, the Public Health Agency of Canada, Public Health Ontario, Local Health Units and any other relevant health bodies.</p>

5. References and Related Policies
LCDS COVID-19 Guidelines Occupation Health and Safety Act (OHSA) regulations Public Services Health and Safety Association’s <i>General Infectious Disease Risk Assessment and Management Tool</i> . HS6.100 Infection Prevention and Control Appendix A: Additional Precautions for Infection Control Appendix B Disease Reporting Requirements for Residential Locations HS7.100 Emergency Preparedness HS7. 200 Pandemic Emergencies and Business Interruptions

6. Revision History		
Date	Revision	Effective Date
Oct.29, 2021	Updated definition of fully vaccinated	Oct.29,2021

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Oct.29,2021	Updated to include Regulated Health Professionals deemed as Essential Visitors	Oct.29,2021
Nov. 29,2021	Updated policy to reflect mandatory vaccination	Nov.29, 2021