



Children's Circle of St. Barnabas Policy and Procedure Manual

Policy Name	COVID-19 Immunization Disclosure Policy and Procedure
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Approved By: Board of Directors	Last Approval Date: January 26, 2022	Last Review Date: January 21, 2022	Last Revision Date: January 26, 2022
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Policy Statement

Children's Circle Daycare (CCD) is committed to providing a safe and healthy environment for children, families and employees. The purpose of this policy is to outline organizational expectations with regards to COVID-19 immunization disclosure.

Contingent upon vaccine availability, all eligible individuals, are required to receive COVID-19 vaccine, unless there is a medical reason to not receive a vaccine. All individuals must be fully vaccinated (2 valid doses of an approved vaccine and 14 days after the second dose) by February 28, 2022.

The Chief Medical Officer of Health has directed all licensed child care programs to develop, implement and ensure compliance with a COVID-19 immunization disclosure policy. All individuals covered by this policy must provide one of the following:

1. Proof of all required doses of a COVID-19 vaccine approved by the World Health Organization.
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 time period for the medical reason (i.e., permanent or time-limited).
3. Proof that the individual has completed an educational session approved by Children's Circle Daycare (for any staff who were not considered fully vaccinated by September 7, 2021)

Purpose

To ensure that all employees, students and volunteers are aware of and adhere to the policy established by Children's Circle Daycare, as we recognize the importance of immunization of individuals regularly interacting and providing services to children due



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to the nature of their work and potential for exposure in the community. This COVID-19 immunization policy aims to protect the child care program's population including children, staff, 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.

Applies to

The Immunization Disclosure Policy will apply to the following groups of individuals, except where the individual works remotely and the individual's work does not involve in-person interactions:

- Employees (including permanent and internal supply staff);
- Volunteers;
- Students on an educational placement;
- Any licensee who regularly interacts with children, staff or providers;
- Any person who provides child care or other services to a child who receives child care (e.g., special needs resourcing consultant); and
- Any external supply staff from a 3rd party agency.

Procedures

Disclosure of Vaccination Status

Employees will be required to provide the Director with information regarding their vaccination status. Employees will be required to provide proof/confirmation that they have been fully vaccinated on or before September 7, 2021.

Any staff who receive a COVID-19 vaccine on or after September 8, 2021, will be required to provide the Director with proof of vaccination.



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Employees who are vaccinated will still be required to wear full PPE until such time as Children's Circle Daycare is directed otherwise by Toronto Public Health, Ministry of Education and /or the Provincial government.

In the event that fully vaccinated individuals no longer need PPE, those employees who are not fully vaccinated or are receiving an accommodation will be required to continue to wear full PPE, until Children's Circle Daycare at its discretion or due to a change in public health policy, eliminates this requirement.

In order for staff to meet the deadline of February 28, 2022 to be fully vaccinated, staff must have their first dose by January 16, 2022. Failure to have the first dose by this date will result in any employee being placed on an unpaid leave of absence effective January 24, 2022 until such time as they provide proof of receiving the first dose.

In order for staff to meet the deadline of February 28, 2022 to be fully vaccinated, staff must have their second dose by February 13, 2022. Failure to have the second dose by this date will result in any employee being placed on an unpaid leave of absence effective February 14, 2022 until such time as they provide proof of receiving the second dose.

Educational session (applies to staff not fully vaccinated by September 7, 2021)

The educational session has been approved by Children's Circle Daycare 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; and
- possible side effects of COVID-19 vaccination.

All employees who are required to complete the educational session will be provided with information on how to access the session, and what proof is to be submitted to the Director. Employees will only have to complete the educational session once, unless there is an update or change in the information provided.



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Support for Vaccination

Children's Circle Daycare will provide paid time off (sick day, float day or vacation day) for all permanent staff, and up to 3 paid days for all internal supply staff subject to this policy to receive a vaccine.

Testing Requirements

Effective September 19th, 2021, all employees who are required to complete the rapid antigen testing, will have to complete the testing at home and submit the results to the Director, prior to their shift. The Director will ensure the staff are provided with the take home self-testing kits. Children's Circle Daycare will require testing three times per week, and it will be completed on Sunday, Tuesday and Thursday each week. The frequency of this testing is at the discretion of Children's Circle Daycare and is subject to change.

The results of the test must be photographed and sent to the Director immediately, and failure to comply may result in the employee being refused entry to the centre. The testing attestation form must be given to the Director at the first possible opportunity.

After February 28, 2022, this testing procedure will only apply to staff who have provided the Director with written proof of a medical exemption.

Statistical Information

Children's Circle will be required to disclose statistical (non-identifiable) information to the Ministry of Education in a manner and within timelines specified by the Ministry of Education regarding:

- a) the number of required individuals that provided proof of being fully vaccinated against COVID-19;
- b) the number of required individuals that disclosed receiving additional doses exceeding the number of doses required for full vaccination against COVID-19;
- c) the number of required individuals that provided a documented medical reason for not being fully vaccinated against COVID-19;
- d) the number of required individuals that completed an educational session about the benefits of COVID-19 vaccination; and
- e) the total number of required individuals to whom these instructions apply.



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The Ministry of Education may seek additional details regarding the statistical information requested, and they may further disclose this statistical information and may make it publicly available.

Confidentiality Statement

As per s. 77 of O. Reg 137/15 made under the Child Care and Early Years Act, 2014, (name of child care program) 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.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement at CCD and annually thereafter and at any time where a change is made.