

COMMUNITY LIVING DURHAM NORTH

COVID - 19 VACCINATION POLICY AND RAPID ANTIGEN
TESTING AS AN ACCOMMODATION

Policy No. C-29 (Human Resources)

Effective Date: September 7, 2021

Last Revision:

Last Review:

Rationale:

To enable Community Living Durham North to provide a safe environment to supported people, its employees, volunteers and students, and also to contractors entering into CLDN workplaces.

Policy Statement:

Community Living Durham North is committed to ensuring the health and safety of all supported persons, as well as the employees, volunteers, students and contractors who provide services on its behalf.

As of September 7, 2021, it is mandatory that employees and others entering into its work places be vaccinated against COVID-19. There is, however, one accommodation or alternative that is available to people.

Proof must be provided of one of three things:

- Full vaccination against COVID-19. “Full vaccination” will mean the vaccine has been approved for use in Canada, and was received at least 14 days previously; or
- A medical reason for not being vaccinated against COVID-19, provided by a qualified physician or nurse practitioner, which sets out the effective time period of the medical reason; or
- Completion of a COVID-19 vaccination educational session.

Employees (and others) who choose to provide something other than proof of full vaccination will be required to undertake regular antigen testing.

Note that the Rapid Antigen test is not recommended for people who are fully vaccinated.

Approved by: Clare Suggitt
for the Board of Directors

Date: September 7, 2021

COMMUNITY LIVING DURHAM NORTH

COVID - 19 VACCINATION POLICY AND OUR RAPID ANTIGEN TESTING ACCOMMODATION

Procedure No: C-29-1

Background on the Pandemic

Effective Date: September 7, 2021

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- The COVID-19 pandemic has caused levels of disease and death not experienced world-wide in 100 years. COVID-19 is spread primarily through respiratory droplets. Individuals with certain pre-existing medical conditions are at a higher risk for more severe symptoms after contracting COVID-19.
- The original virus has evolved into multiple, increasingly deadly variants, and at the time of writing Ontario has entered into its 4th wave with new cases again topping 600 per day.
- There are currently four vaccines approved for use in Canada: the Pfizer-BioNTech vaccine, the Moderna COVID-19 vaccine, Johnson and Johnson COVID 19 Vaccine and Astra Zeneca COVID Vaccine. The vaccines currently approved in Canada have been shown to be safe and effective against symptomatic COVID-19. Information regarding these vaccines can be found at <https://covid-19.ontario.ca/covid-19-vaccines-ontario>.
- Some people supported by CLDN are medically fragile and/or unable to comply with social distancing and infectious disease transmission prevention protocols. Vaccination for COVID-19 has been found to be both safe and effective in preventing the disease.

Procedure No: C-29-2

The Range of Options for Existing Employees

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- The preferred option is to provide proof of full vaccination to the HR Department.
- Alternatively, an employee who has been advised, for health reasons, to not get the vaccine, may choose to provide proof of this fact via written communication signed by a physician or nurse practitioner. CLDN will not pay for such notes as it would place at least as much value in a completed training session... see next bullet.
- Any employee who cannot provide proof of vaccination, or of the medical contraindication, must undertake to complete a COVID – 19 vaccination training session.
- The educational module selected by CLDN is “COVID-19 Vaccine Education; Helping You Make an Informed Decision.” This resource is an adaption of a training module

created by the Sunnybrook Health Sciences Centre, and it has been mounted on CLDN's Surge training platform. The module will be integrated with a brief quiz designed to ensure that the employee has actually completed the course, and a notification of completion will be generated by the platform and sent directly to HR.

- All employees current as of September 7, 2021 will have until September 27, 2021 to provide proof of full vaccination; of a medical contraindication, or of having completed the aforementioned educational training module.
- And, also as of September 27, 2021, all employees who choose an option which is not to provide proof of full vaccination, must begin Rapid Antigen testing once per week (see below for more details on frequency). All of the necessary supplies will be in place by that date.
- Failure to provide one of the required proofs and, when applicable, to adhere to a regular schedule of Rapid Antigen testing, will result in progressive discipline up to and including termination of employment.
- Note that the meaning of maintaining our vaccination status in good standing may evolve over time. Boosters and even annual vaccinations may become necessary, and if these or other measures become recognized best practices or are mandated by government this policy will be revised accordingly.

Procedure No: C-29-3

Vaccination is Mandatory for New Hires and for New Student Placements

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Last Review:

- As of September 7, 2021, all offers of employment will be conditional upon proof of full vaccination and a commitment to maintaining vaccination in good standing through the entire course of the pandemic - subject to accommodation for substantiated medical reasons.
- As an accommodation we are offering regular rapid antigen tests.
- A prospective employee/student will be given time to obtain full vaccination but under no circumstance will employment (or the placement) commence without it.

Procedure No: C-29-4

Rapid Antigen Testing

Effective Date: September 7, 2021

Last Revision: September 15, 2021

Last Review:

- Rapid Antigen testing is not indicated for anyone who has COVID symptoms, and of course such persons should not be coming to work. Also, testing must be suspended at

any site that is in outbreak.

- We will employ the “supervised self-testing” option and every location will be provided with a supply of kits so that testing can happen during the employee’s shift, whether they’re at their regular place of work or doing a shift at a different site.
- CLDN will contract with a registered nurse to be part of a task force comprised of managers, an admin person and a unionized member of our Joint Health & Safety Committee. These trained personnel will develop the detailed protocols that sites will need in order to properly maintain their Panbio supplies, dispose of waste products, etc. Task Force members will also deliver the supplies to each location and act as resources should programs or individuals require additional information.
- Each location will be provided with a sturdy fold-up table and with it will create a temporary setting that allows for self-testing to occur in a clean and safe environment. The area should be kept temporarily clear of anyone other than the self-testing employee and the designated “supervisor.” Hands and the surface area of the station should be sanitized. Put gloves on both hands. Avoid splashing and clean up any spills using disinfectant. Afterwards, dispose of gloves, specimens, used extraction tubes (with dispensing nozzle closed), used test devices, and other potentially contaminated materials into biohazard containers that will be supplied to each location. Afterwards, clean the surface area of the folding table with disinfectant and store it away.
- Self-testing must be observed by a colleague who has been trained. For this reason, it is mandatory that all staff (full time, part time, vaccinated and unvaccinated) are prepared to act as a “supervisor” whenever a colleague is about to self-test. It is also mandatory that all staff access and take full advantage of the on-line training modules that are provided (see below) in order to ensure that we are all providing “informed supervision.”
- For people who have not been vaccinated, or have not disclosed their vaccination status, the mandatory minimum will be one self-test per week, regardless of the person’s normal work week. For clarity and for enforcement purposes, this will mean that if a person reports to work even once during any given 7-day period, he or she must self-test at least once.
- The Panbio™ Rapid Antigen test takes up to 15-20 minutes to generate a result. For this reason, we are not using it in the strict sense as a screening tool for employees. If necessary, the employee can enter the program and self-test later on when the necessary supervision is available. Obviously, however, it is critical that the employee notify their manager and leave the work site immediately if the result of the test is Positive.
- A Failed or Inconclusive test must be repeated with a new swab and test kit. But only one re-test is allowed. A second failed or inconclusive test must be treated as a positive.
- We recognize that opinions are sharply divided regarding COVID-19 and the best approach to controlling it. Some people would prefer that their unvaccinated colleagues self-test multiple times each week, and do it before entering the program. Others will feel

that this policy is a significant overreach. Our approach, at present, is to search for a practicable middle road.

- The result of the self-test will be communicated directly to HR via *Formstack*. The template in *Formstack* calls for the location, the name of the self-testing employee, the person's signature, and the test result. It also calls for the name and signature of the "supervising" colleague, and it is this second person who is actually certifying the result and who will click "Send." The date of the test will be generated automatically.
- This paperless, electronic transmission of information, to a centralized HR department, is the best way available to us to safeguard peoples' privacy.
- At the present time, the result of every self-test must be reported to HR in the manner described above.
- Any positive test result should be regarded as a preliminary positive, but it must be reported immediately and the person must leave the work place as soon as this can be done safely. It is then the employee's responsibility to get an actual PCR COVID swab within the next 24 hours and to report back to HR as soon as a result is obtained.
- In those locations that have very small staff teams, the manager will put in place individualized solutions to ensure that self-testing is supervised.

Procedure No: C-29-5

**What all Staff Must Know about
Rapid Antigen Self-Testing**

Effective Date: September 7, 2021

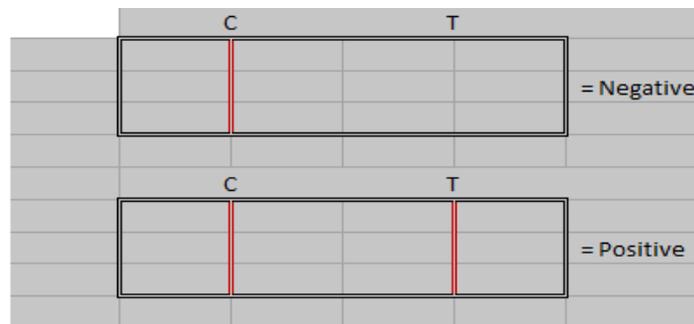
Last Revision: September 15, 2021

Last Review:

- All staff need to be trained, either to self-test or to act as informed "supervisors" when others have to self-test. Therefore, the following online training will be necessary and mandatory.
- The link below takes you to a brief YouTube video. It is specific to the Panbio components and the Nasal swab technique that we are using. It will be mounted on our Surge platform as mandatory training for all staff. Watching this 7-minute video and getting a perfect test score is all that's required for you to be deemed fully trained.

<https://www.youtube.com/watch?v=XP3aqwO5rJo>

- It explains that after a wait of 15 minutes you will get one of the following readings:



- If there is only one red line and its under the T, or if there is no red line at all, you have a failed or an inconclusive test. As stated above, you must then re-test with a new swab and test kit. A second failed or inconclusive test must be treated as a positive; i.e. you have failed the Screening Tool; you need to go home, self-isolate, and arrange for a PCR test. Communicate the result to HR immediately. If the PCR test is negative you can return right away to the workplace.

Procedure No: <u>C-29-6</u> Accommodation	Effective Date: <u>September 7, 2021</u> Last Revision: Last Review:
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- Mandatory Rapid Antigen Testing is an Accommodation measure offered by CLDN to people who cannot, or choose not, to provide proof of being fully vaccinated.
- It enables them to remain actively employed, while also providing assurance to supported people, to the families of supported people, and to their own colleagues, that the resulting risks are being monitored and contained.
- No other accommodations are foreseen at this time, but as the pandemic continues to run its course one or more of the following may become necessary:
 - Use of Enhanced PPE;
 - Reassignment to non-direct care functions (a form of accommodation that will rarely be possible, given the nature of our organization);
 - Reassignment to work with supported people who are believed to be at lower risk;
 - Temporary, unpaid leaves of absence (during which time, unvaccinated people would be permitted to use any unused vacation and/or lieu time).

Procedure No: <u>C-29-7</u> Visitors and Contractors	Effective Date: <u>September 7, 2021</u> Last Revision: Last Review:
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- Contractors who agree to perform indoor work at CLDN locations, will have to provide proof of full vaccination, or do a self-test upon arrival at the program. The test is definitely intended as a screening tool for contractors and other such visitors.

- Typically, the Program Manager, or the Manager of Environmental Services, will collect the vaccination certificate, retain it on file, and notify the program location that the contractor can be admitted upon their arrival. However, if the contractor is responding to an emergency call and there has been no previous managerial involvement, on-site staff will be required to ask for proof of vaccination. They are not required to keep a copy but they must certify, in an email to a manager, that they viewed, and read, the vaccination certificate.
- In the absence of full vaccination, the Program Manager, or the Manager of Environmental Services, will generally be the ones to provide notice to the location of the contractor's expected time of arrival and of the need to supervise their self-test. Since, at present, all tests must be reported, staff will also have to assist the contractor to report the test via *Formstack*.
- Again, in the case of an emergency visit by a plumber or electrician, it will fall on staff to insist upon a Rapid Antigen test if proof of vaccination is not provided. And staff will of course have to supervise the self-test and assist with the reporting of it via *Formstack*.
- Whether the contractor has shared their Vaccination Certificate or has completed a Rapid Antigen test, they must follow our protocols throughout their visit (i.e. wear a mask and social distance).
- Should a visitor or contractor refuse to adhere to these protocols, staff will call their immediate supervisor during office hours or the on call manager in off hours.

Procedure No: <u>C-29-8</u>	Effective Date: <u>September 7, 2021</u>
Family Member Visits	Last Revision:
	Last Review:

- Family members may visit with their family member, indoors, upon providing proof of full vaccination. During indoor visits they must wear masks and social distance, apart from brief physical contact for hellos and goodbyes.
- Upon providing proof of vaccination, outdoor visits can occur without masks or social distancing.
- Unvaccinated family members can continue to visit outdoors as long as they are masked and social distancing is practised.
- Unvaccinated family members can also continue to book scheduled indoor visits at our Day Program location. However, they must now undertake a Rapid Test upon arrival, and they must also wear a mask and social distance.

Procedure No: C-29-9

Other COVID-19 Protective Measures

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- Our website includes series of protocols that are frequently updated and added to. At the time of writing, they include, but are not limited to:
 - CLDN's Response to COVID-19;
 - Protocols for CLDN employees, visitors and contractors;
 - Covid-19 Resources;
 - COVID 19 Protocol for an outbreak in a location where a person(s) is/are not able to self-isolate;
 - COVID 19 Protocol for bedroom isolation;
 - Transportation Protocol;
 - Guidelines for visitors;
 - Guidelines for Community Support Services;
 - Guidelines for Respite Services;
 - Our Protocols for Group Homes; and our plans for Respite and Day Programs as they move toward a partial re-opening during COVID-19;
 - Handwashing;
 - Physical Distancing;
 - PPE

- At this time, and until further notice, none of these protocols are being relaxed regardless of vaccination status or compliance with Rapid Antigen testing requirements.

Approved by: Glenn Taylor
CEO

Date: September 7, 2021