



# Anduhyaun Inc.

1296 Weston Road, Toronto, Ontario M6M 4R3

Tel: (416) 243-7669 Fax: (416) 243-9929

[www.anduhyaun.org](http://www.anduhyaun.org)

## Anduhyaun Inc. COVID-19 Vaccination Policy

**Date Circle of Directors Approved: November 25<sup>th</sup>, 2021**

This Policy and Procedure is in effect as of **November 30<sup>th</sup>, 2021**.

Coronavirus disease (COVID-19) is an infectious disease that poses a serious threat to the health and safety of employees, clients/tenants, contractors, students, volunteers and the community.

Anduhyaun is committed to the health and safety of its employees, contractors, students, resource individuals, volunteers and their community, will make every effort to provide a safe, healthy work environment, and will take every reasonable precaution to protect its employees, clients/tenants, contractors, students, resource individuals, volunteers and the community from COVID-19.

Anduhyaun is implementing this policy to minimize exposure to, and transmission of COVID-19 in the workplace. Although Anduhyaun employees must comply with all infection and prevention protocols put in place by our agency as required by Public Health Ontario and the Provincial Government, it is understood these measures are not 100% effective.

The province has rolled out its COVID-19 vaccine distribution implementation plan. Vaccination has been found to be both safe and effective in reducing the risk of acquiring and transmitting COVID-19. By supporting the vaccination program, Anduhyaun is taking an additional step in protecting the health and safety of its employees.



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## Current Employees

1. All current employees whose employment began on or before **November 30<sup>th</sup>, 2021**, are required to be vaccinated against COVID-19 for the safety of themselves, their household, coworkers, service users, and anyone else that they may come into contact with.
2. Current employees who are not fully vaccinated will have until **January 31<sup>th</sup>, 2022**, to become fully vaccinated. Fully vaccinated is defined as fourteen (14) days after receiving the final dose of the recommended single or double COVID-19 vaccination.
3. Anduhyaun will assist with the arrangements for current employees to receive vaccinations.
4. With written consent, Anduhyaun may share employee members' names and contact information with Public Health for the purposes of booking vaccinations, otherwise all personal information will remain confidential.
5. Employees may use work time for vaccination appointments.
6. Current employees who are already fully vaccinated are required to show proof of vaccination must be submitted to their immediate supervisor by **December 13<sup>th</sup>, 2021**.
7. Employees who are fully vaccinated against Covid-19 will be exempt from the one employer guideline, if they have provided proof to their employer that they are fully vaccinated. This exemption does not apply if there is an outbreak which will help prevent transmission and support active Covid-19 case management.

(One employer guideline: staff have been asked to disclose if they work for more than one employer.)

## New Employees

1. All new employees, whose employment began after **November 30<sup>th</sup>, 2021**, must be fully vaccinated prior to the start of employment, or as a condition of employment, must commit to being fully vaccinated within six (6) weeks of their start date. Fully vaccinated is defined as fourteen (14) days after receiving the final dose of the recommended single or double COVID-19 vaccination.
2. Before starting employment, incoming employees not yet vaccinated must be registered for their first vaccination dose. Anduhyaun will assist with the arrangements for new employees to receive the vaccines.
3. Individuals who are not fully vaccinated at the start of their employment or



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- placement will be required to undergo regular rapid antigen testing up to 2-3 times per week as per the Government Of Canada
4. With written consent, Anduhyaun may share employee members' names and contact information with Public Health for the purposes of booking vaccinations, otherwise all personal information will remain confidential.
  5. Employees may use work time for vaccination appointments.
  6. New employees who are fully vaccinated must submit proof of vaccination to their immediate supervisor as part of the onboarding process.
  7. Employees who are fully vaccinated against Covid-19 will be exempt from the one employer guideline, if they have provided proof to their employer that they are fully vaccinated. This exemption does not apply if there is an outbreak, which will help prevent transmission and support active Covid-19 case management.

(One employer guideline: staff have been asked to disclose if they work for more than one employer.)

## Contractors

Anduhyaun requires all individuals working as a contractor with Anduhyaun, Emergency Shelter and Nekenaan Second Stage Housing, including individuals employed by an employment agency or other third-party, to be fully vaccinated. Depending on the worksite, proof of full vaccination against COVID-19 must be provided to the Shelter Manager or the Program Manager or their respective designates.

## Students, Resource Individuals and Volunteers

All students who commence a practicum/intern placement with Anduhyaun on or after **November 30<sup>th</sup>, 2021**, must be fully vaccinated against COVID-19 prior to the start of their placement. Proof of vaccination is required prior to, or on the start date of their placement, and will be stored in a secure location separate from their student file.

While on site, Resource Individuals, such as Elders, Traditional Knowledge Keepers, Healers working with Anduhyaun Clients, Tenants and Staff must be fully vaccinated prior to their visit. Confirmation of vaccination is required to the start date of their Session/Workshop; their proof of vaccination will be placed in their respective portfolios.



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All existing and new volunteers working with Anduhyaun must be fully vaccinated against COVID-19 and will be required to provide proof of their vaccination prior to their initial orientation and training, or prior to their return to volunteering with Anduhyaun.

Employees, contractors, students, Resource Individuals and volunteers are not required to share their COVID-19 vaccination status with other employees, contractors, students or volunteers who are not their direct supervisor.

## **Medical Exemptions to COVID-19 Vaccination**

An individual who requires accommodation in relation to the requirements of this Policy should contact their Immediate Supervisor for further information. Please note that documentation is required to properly consider any request for accommodation. If accommodation is being requested for medical reasons, the employee will be required to submit a letter from a physician documenting the basis for the accommodation request to the Shelter Manager or the Program Manager or their respective designates.

If there are any other reasons for the employee not agreeing to be vaccinated, they must notify the Shelter Manager or the Program Manager or their respective designates in writing within one (1) week of vaccine appointment support being offered.

Anduhyaun is not required to accommodate employees who elect or refuse vaccination due to personal choice or preference.

Employees who meet the requirements for accommodation will be required to follow Anduhyaun Personal Protective Equipment and Covid-19 health and safety procedures. In addition, employees meeting the requirements for accommodation will be required to undergo Rapid Antigen Testing prior to the start of each work shift. Rapid Antigen Testing and training will be provided to applicable employees.

Employees on leave as of the date of this policy will be required to be vaccinated before returning to work. Anduhyaun can assist with the arrangements to receive the vaccines. Failure to do so may result in the employee being placed on unpaid leave until the vaccination process is completed.



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## **Exemption Based on Human Rights Code**

Anduhyaun will provide accommodation up to the point of undue hardship to any employee who is unable to be vaccinated for reasons due to any of the protected grounds as noted in the Ontario Human Rights Code. Each situation will be assessed on a case-by-case basis in consultation with legal counsel. Those individuals this applies to will be required to participate in a COVID-19 vaccination educational session and regular antigen testing.

## **Personal Protective Equipment (PPE)**

1. All employees must properly wear the Personal Protective Equipment (PPE) for their role as determined by Anduhyaun, as per the Personal Protective Equipment (PPE) procedures and best practices.
2. Employees who have not received the full vaccine series will be required to wear PPE for their role as determined by Anduhyaun including, but not limited to; an approved disposable medical face mask and a face shield/goggles or approved safety glasses at all times while on Anduhyaun premises unless they are alone in an enclosed office, until it has been determined by Public Health this is no longer necessary to ensure safety.
3. Once a determination has been made by Public Health that Personal Protective Equipment (PPE) requirements can ease or be lifted, employees who have not received the full vaccine series may still be required to wear PPE while in the workplace if it is determined by Public Health that this is a necessary precaution.
4. Details on what Personal Protective Equipment (PPE) is required for an employee role, including enhanced PPE requirements for employees who have not received the full vaccination series, will be communicated with employees by their supervisors.



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## **Reporting Statistical Information**

Anduhyaun will be required to report statistical information on time as required to MCCSS. The Shelter Manager or the Program Manager or their respective designates will collect, maintain and disclose non-identifiable statistical information to Ministry of Children, Community and Social Services (MCCSS) as follows:

1. The number of Individuals that provided proof of being full vaccinated against COVID-19;
2. The number of Individuals that provided a documented medical reason for not being fully vaccinated against COVID-19;
3. The total number of Individuals to whom this policy applies.

## **Confidentiality**

Information relating to an employee's proof of vaccination and or the reason(s) for not receiving a COVID-19 vaccination will be placed in the employee's personnel file, and will not be disclosed except as may be required for the purposes of ensuring the safety of

Anduhyaun's employees, contractors, clients/tenants and local communities in the event of a COVID-19 outbreak, or as otherwise may be required to ensure every precaution reasonable is taken to protect health and safety in our workplace.

## **Non – Compliance**

Employees failing to follow this Policy may be subject to employment action up to and including unpaid administrative leave and potentially termination of employment with cause. Requests for an unpaid leave of absence to determine ability to comply with this Policy shall be reviewed on a case-by-case basis and in accordance with operational requirements.

Information and links to vaccine information in the Pandemic Binder and with the Shelter Manager or the Program Manager or their respective designates.



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## Policy Review

Anduhyaun will review and update this policy as may be necessary to reflect best practices recommended by Ontario Public Health and the Provincial government, ensuring legislative compliance.

I acknowledge that I have read and understand the COVID-19 Vaccination Policy of Anduhyaun. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment with cause.

## **ACKNOWLEDGEMENT AND AGREEMENT**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Anduhyaun Management

Received By: \_\_\_\_\_ Date: \_\_\_\_\_