



Policy or Procedure Name: COVID-19 Mandatory Vaccination Policy	Page 1 of 2
	Effective Date: September 1, 2021 Revised: September 20, 2021
Owned by: Human Resources	Application: All Employees and Volunteers

COVID-19 Mandatory Vaccination Policy

Purpose

The YMCA of Hamilton/Burlington/Brantford (“YMCA”) is committed to providing a safe working environment to its employees, volunteers, members, participant. The purpose of the COVID-19 Vaccination Policy (the “policy”) is to provide guidance pertaining to the expectations and requirements of staff with respect to COVID-19 and vaccination.

In our day-to-day site operations, the YMCA has a responsibility to protect stakeholders and the communities we serve. For this reason, it is critical that the YMCA and its employees take all reasonable precautions to protect against infection from and the transmission of COVID-19.

The purpose of the policy is to reduce the risks of COVID-19 given increasing concerns of the highly transmissible COVID-19 variants. The likelihood of infections and outbreaks is reduced with increased vaccination — and ultimately helps reduce transmission in our communities allowing more opportunities for people to enjoy activities that support their wellbeing and quality of life.

Please note that the YMCA of Hamilton/Burlington/Brantford COVID-19 Policy for Staff & Volunteers Policy adheres to the Occupational Health & Safety Act, the Ontario Human Rights Code and Privacy Laws.

Scope

This policy applies to all YMCA employees and any other individuals employed or contracted to provide service in any capacity to the YMCA.

Policy

A. Mandatory Vaccination

It is the policy position of the YMCA to strongly recommend and encourage all employees and volunteers to become vaccinated against COVID-19, as recommended by the Ministry of Health and Provincial Health Officer.

Employees of the YMCA must provide, in writing, confirmation of their vaccination status. Acceptable proof of vaccination that employees are required to provide is a PDF or printout of the vaccination receipt issued to the employee at the time of vaccination. **Employees are not considered fully vaccinated until 14 days after their second dose of a vaccine protocol.**



Whereby vaccinations have been made available, and where an individual chooses not to be vaccinated, the individual will be required to disclose in writing to Human Resources the reason for not being vaccinated (e.g., religious, medical grounds) This information will be kept confidential within the Human Resources Department and is collected for the purposes of minimizing risks to employees from exposure to COVID-19.

In the case of an individual who has the opportunity to be vaccinated and has chosen not to be fully vaccinated by the established deadline of **October 31, 2021**, the YMCA will review the information and take such further progressive action as it deems necessary, which may include the following:

- Require the employee to participate in an educational session on the benefits of vaccination.
- Restrict access to the workplace and/or modify the employee's employment contract.
- Require the employee to undergo regular testing at the employee's expense. Regular testing will be required for a limited period not to extend beyond October 31, 2021, so as to allow sufficient time for the employee to reconsider the benefits of vaccination and to demonstrate evidence that the employee has initiated the vaccination process or has become vaccinated.
- If as of November 1, 2021, the employee remains unvaccinated, the employee will be placed on an unpaid leave of absence to allow for further reconsideration of the consequences of non-compliance with the YMCA Vaccination Policy; and
- If as of December 31, 2021, the employee continues to maintain a position of non-compliance with the YMCA Vaccination Policy and does not have an approved exemption as allowed for by the Ontario Human Rights Code for medical or religious reasons, employment will be terminated.

B. Accommodations

Where an individual provides a medical or religious reason for exemption for having not received a COVID-19 vaccination, the YMCA will work with the employee to develop and implement, where possible, an appropriate accommodation.

If you believe that you have a valid Human Rights exemption related to medical or religious reasons, please reach out to hbbvaccine@ymcahbb.ca to request an exemption form. In all circumstances, approval for an exemption is not deemed to be confirmed until a written response from Human Resources is issued to the individual requesting the exemption.

C. Non-Compliance

Employees failing to comply with this policy may be subject to disciplinary action up to and including termination of employment as referenced above under Section A.

Confidentiality

Information relating to an employee's vaccination status and/or the reason(s) for not receiving a COVID-19 vaccination will remain in their confidential Human Resources file for the purposes ensuring the safety of YMCA employees, volunteers, members, participants and local communities, in the event of a COVID-19 outbreak.

Contact for Interpretation

Please contact YMCA Human Resources at hbbvaccine@ymcahbb.ca with any questions.