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	<b>Effective Date:</b> September 1, 2021 <b>Revised:</b> February 8, 2022	
<b>Owned by:</b> Human Resources	<b>Application:</b> All Employees and Volunteers	

## COVID-19 Vaccination Policy

### Purpose

The YMCA of Hamilton/Burlington/Brantford (“YMCA”) is committed to providing a safe working environment to its employees, volunteers, members, participants and especially, children under the age of 5 years who are not eligible to receive the COVID-19 vaccination. 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 and related variants. 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 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 require all employees and volunteers to become vaccinated against COVID-19, as recommended by the Ministry of Health and Provincial Health Officer apart from those employees who have a legitimate need for exemption as protected under the Ontario Human Rights Code.

Employees of the YMCA must provide, in writing, confirmation of their vaccination status. Acceptable proof of vaccination that employees may provide is the enhanced COVID-19 vaccine certificate with QR code available through [COVID-19 vaccination portal](#). **Employees are not considered fully vaccinated until at least two vaccine doses and 14 days has elapsed since the administration of their second dose of a vaccine protocol. As currently defined by [Ministry of Health](#) but may be subject to change.**



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., personal choice, religious, medical grounds, etc.) This information will be kept confidential within the Human Resources Department and is collected for the purposes of assessing eligibility for exemption and 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, 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 modifying the employee's employment contract.
- Regular testing will be required for those employees who are unvaccinated and have received approval of a vaccination exemption as allowed for under the Ontario Human Rights Code.
- As of November 1, 2021, where an employee remains unvaccinated, the employee will be placed on an unpaid leave of absence for 15 days to allow for further reconsideration of the consequences of non-compliance with the YMCA Vaccination Policy; and
- At the discretion of the YMCA, the unpaid disciplinary leave may be extended to work towards a positive outcome with employees where approval for an exemption has not been received, and the employee continues to maintain a position of non-compliance with the YMCA Vaccination Policy as allowed for by the Ontario Human Rights Code for medical or religious reasons
- Where continued noncompliance of the policy is demonstrated, the YMCA will issue notice to the employee that employment will be terminated.

## **B. Accommodations**

Where an individual provides a medical or religious reason for exemption which satisfies the requirements as allowed for under the Ontario Human Rights Code, the YMCA will work with the employee to develop and implement, where possible, an appropriate accommodation.

As of December 15, 2021, a medical exemption is subject to validation through Public Health. Once an individual's exemption is reviewed and entered on COVaxON by the public health unit, the employee will be able to access their enhanced vaccine certificate with QR code through the [COVID-19 vaccination portal](#).

If you believe that you have a valid Human Rights exemption related to medical or religious reasons, please reach out to [hbbvaccine@ymcahbb.ca](mailto: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 purpose of ensuring the safety of YMCA employees, volunteers, members, participants, and local communities, in the event of a COVID-19 outbreak.

### **Collection and Storage of Personal Information**

Personal information collected under this policy solely for the purposes of monitoring and implementing the COVID-19 vaccination policy and ensuring the health and safety of all individuals. Vaccination status information will be collected and protected in accordance with privacy legislation. All personal information collected under this policy shall not be kept in personal files but, instead shall be kept in a separate file maintained and monitored by the Human Resources Department (the "Vaccination Files"). Managers, coworkers and other parties shall not have access to the Vaccination Files or the details of the same except to the extent necessary to implement this policy. All records of Personal Information under this policy will be destroyed, in a responsible manner, upon expiration of the policy.

### **Contact for Interpretation**

Please contact YMCA Human Resources at [hbbvaccine@ymcahbb.ca](mailto:hbbvaccine@ymcahbb.ca) with any questions.