

## YW COVID-19 VACCINATION POLICY

### Purpose

YW Calgary is committed to providing and maintaining a work environment that is safe and healthy, protecting employees, clients/residents, students, volunteers and contractors from injury, illness, and accidents. For the purpose of this policy only, reference to “employees” shall also be read to include students and volunteers.

The purpose of this Policy is to implement health and safety measures that reduce risk of exposure to COVID-19 to employees, clients/residents and contractors in the organization’s programs and offices and to outline organizational expectations with regards to COVID-19 vaccination of employees and contractors. This Policy is in addition to other YW Calgary policies, practices and protocols supporting employee and contractor safety during the COVID-19 pandemic.

This policy is intended to align with and follow Alberta Health Services’ (“AHS”) Immunization of Workers for COVID-19 Policy. As a contracted service provider to AHS, YW Calgary fully supports and endorses AHS’s Policy.

This Policy shall be reviewed and updated regularly given the continuously evolving nature of the COVID-19 pandemic. YW reserves the right to amend this policy at any time. Amendments to the policy may be required due to changes in public health guidelines, government or program-funder direction, and applicable laws.

### Background

YW Calgary recognizes the importance of vaccination of employees and contractors due to the nature of their work with vulnerable community members and potential for exposure in the community. YW Calgary strongly believes that vaccination is the best and most effective way to prevent or minimize transmission, as well as severe after-effects in the event of illness from COVID-19. This COVID-19 vaccination policy aims to protect the health of employees, clients/residents and all other individuals in the organization’s programs and offices.

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 and death increase with age and are further elevated in those with underlying medical conditions.

Individuals have a choice to make about getting vaccinated and YW Calgary will support individuals in making an informed choice by providing information to our employees and clients/residents.

### Policy

As an infection prevention and control measure to protect the safety of employees, clients/residents and contractors from potential exposure to COVID-19 in the organization’s

programs and offices:

1. Effective December 1, 2021, all employees and contractors must be **fully vaccinated** against COVID-19 with a Health Canada approved vaccine. This means that for a two-dose COVID-19 vaccine series, employees and contractors must receive their first dose by **October 20, 2021** and their second dose by **November 17, 2021**. This allows for 14 days that must pass in order to be considered fully vaccinated by December 1, 2021.
  - An employee on an approved Leave of Absence must be fully vaccinated prior to returning to work
  - An employee or contractor hired after December 1, 2021 must be fully vaccinated prior to commencing work with or on YW premises.
2. Clients/residents are strongly encouraged to obtain the COVID-19 vaccine unless contraindicated for medical reasons.
3. Workplace Accommodation
  - Employees who are unable to be vaccinated due to a medical reason, or for another protected ground under the Alberta Human Rights Act, will be reasonably accommodated, up to the point of undue hardship, in accordance with the Act.
  - Any current YW employee requesting workplace accommodation must make a request for the accommodation as soon as reasonably possible, and no later than, October 25, 2021. The requests for accommodation must be made in writing to People Services and must be accompanied by valid medical or other documentation (as applicable) supporting the request. Requests based on medical grounds must be accompanied by written confirmation from a physician that there is a medical reason that the employee cannot be vaccinated against COVID-19 and the effective time period for which this medical reason is expected to persist.
  - Accommodation requests will be assessed on an individual and case-by-case basis. Reasonable accommodations may include a requirement to participate in rapid testing.

## Proof of Vaccination Records

Each employee and contractor must provide one of the following (by completing the vaccine policy form (Appendix A) electronically using the included link [YW Vaccination Disclosure Form](#) and attaching the necessary documentation) **no later than November 17, 2021:**

1. Eligible proof of vaccination includes:
  - The vaccination receipt slip you received post-vaccination
  - You can also print your vaccination confirmation receipt from the following website: <https://myhealth.alberta.ca/myhealthrecords> (enter your personal information then choose the option to print your vaccination receipt).
  - A province-wide vaccination passport

2. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out the employee:
  - a. Cannot be vaccinated against COVID-19 due to a medical condition; and
  - b. The effective time period for the medical reason (i.e., permanent or time- limited).
3. Other exemptions for employees based on grounds protected by the human rights legislation (such as religion) will be considered on a case by case basis. Employees requesting an exemption on a protected ground under the human rights legislation should make their request in writing, along with supporting evidence for consideration.

Proof of vaccination is being collected to protect the health and safety of the employees, clients/residents and others accessing YW Calgary and to preserve YW Calgary's workforce capacity to support the health care system.

Proof of vaccination records collected under this policy shall be securely and confidentiality retained, accessed and used as necessary to determine fit for work status of employees, to manage and administer employment and other working relationships with employees, to address accommodation requests, and to comply with all applicable laws, such as the Occupational Health and Safety Act (Alberta) and Regional Health Authorities Act (Alberta).

Proof of vaccination records are collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta) and shall be used, accessed, and disclosed in accordance with the legislation and YW Calgary Privacy Policy.

## Non-Compliance

1. Except where a workplace accommodation, or exception applies, failure to comply with this Policy shall result in:
  - a. A meeting being held with the employee to discuss their concerns with the vaccination against COVID-19 and provide educational materials on the COVID-19 vaccine.
  - b. If the employee remains non-compliant with this Policy, the employee will be placed on an unpaid leave of absence for a period of time in order to permit them to become fully vaccinated against COVID-19;
  - c. Continued failure to comply may result in termination of employment or contract in accordance with applicable law.

## Educational Resources

Employees and contractors that do not wish to be vaccinated against COVID-19 and are not eligible for an exemption (as noted above), are required to complete a review of educational resources provided by YW Calgary about the benefits of vaccination and risks of not being vaccinated if not providing proof of vaccination or a code protected need for exemption. The following learning components will be included:

- 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.

## Privacy and confidentiality

All information collected under this policy will be kept on file confidentiality (in electronic and/or hard copy) by the People Services department, and will only be shared to the extent necessary for YW Calgary to safely manage its operations.

## Exposure to COVID-19

Should an employee or contractor be exposed or come in contact with an individual who has been exposed or is infected with COVID-19, they are required to advise YW Calgary as soon as they become aware of the risk of exposure. YW Calgary will then determine whether there exists a risk to other employees, clients/residents and/or contractors based on all relevant factors, including the employee's vaccination record and recommendations from health authorities. YW Calgary will follow recommendation related to quarantine and/or isolation. Accordingly, services may be suspended for a period of isolation, and employees may be placed on a leave of absence without pay.

## Vaccine support for employees

YW Calgary will participate in vaccine clinics for employees and clients/residents as they are available. The organization will work towards providing access to the vaccine to all employees and clients/residents.

Time spent travelling to and from and while obtaining the vaccine will be considered work time, up to three (3) hours.

YW Calgary will distribute credible information related to the vaccine to employees and clients/residents and will arrange for information sessions related to the vaccine.

## Definitions

**Fully Vaccinated** means an employee

- a) Who has two doses of a vaccine considered valid by Health Canada and/or Alberta Health in a two dose COVID-19 series or one does of a vaccine considered valid by Health Canada and/or Alberta Health; and
- b) For whom fourteen (14) days have elapsed since the date on which the person received the second dose of the COVID-19 vaccine considered valid by Alberta Health of a two dose series or one dose of the COVID-19 vaccine considered valid by Alberta Health in a single dose.



**YW Calgary Employee** means all salaried, hourly and term employees encompassing all full-time, part-time or hourly/relief status.


**Contractor** is an individual person or organization contracted to perform work for or provide services to YW Calgary. This includes Consultants, fee for service and contractors who work under contract agreements on projects.

**YW Volunteer** means an individual who is registered as part of the YW Calgary volunteer program.

**YW Student** means a student participating in the supervised application of, or work experience opportunity in, the observation or provision of services in a field of study.

## Appendix A

**COVID-19 Mandatory Vaccination Disclosure Form**



**COVID-19 Vaccine Disclosure Form**

YW Calgary is committed to the health, safety and wellness of its employees and clients. As we continue to navigate in this pandemic environment, and as per YW Calgary's COVID-19 Policy, having an understanding of employee vaccination levels is extremely helpful in supporting our continued health, safety and wellness protocols, practices, and responsibilities. By providing your vaccination status through this **confidential disclosure**, you will be assisting YW Calgary in ensuring it understands and provides a healthy and safe environment.

1. Have you received the COVID-19 Vaccine?

Yes  
 No

If yes proceed to question 2, if no proceed to question 7

2. Did you receive the Johnson and Johnson One dose vaccine?

Yes  
 No

3. Please upload your proof of vaccine:

How to pull your "My Alberta Health" vaccine report

Document    File Name:

Document    File Name:

4. Date of first vaccine:

5. Date of second vaccine:

6. Date of booster (if applicable):

7. Please provide written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:

- That the person cannot be vaccinated against COVID-19 due to a medical condition; and
- The effective time period for the medical reason (i.e., permanent or time-limited).

Other exemptions based on grounds protected by the human rights legislation (such as religion) will be considered on a case by case basis. Individuals requesting an exemption on a protected ground under the human rights legislation should make their request in writing, along with support evidence for consideration.

File Name:

**Overview**

YW Calgary understands the importance of your personal privacy and has protocols in place to ensure your information is always kept confidential and safe. The personal information on this form is collected under the Authority of Section 33(c) of the Alberta Personal Information and Protection of Privacy Act, and other applicable privacy legislation. Only People Services will have access to this information and they will access the amount and type of information only as it pertains to their own specific role. Your information will be uploaded into your individual medical folder in your electronic personnel file within People Services and deleted from the Interceptum system.

If you have any questions about the collection, use or disclosure of your personal information please contact: [Health, Safety, Wellness and Privacy Specialist](#) or [Manager, People Services](#).

I have read and understand the policy and how this information will be collected, stored and disclosed.

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