

CORPORATE PROCEDURE



Procedure Title: **COVID-19 Vaccination Program for Direct City of Waterloo Volunteers**

Department: Corporate Services

Approval Date: September 17, 2021

Revision Date: N/A

Author: Human Resources

Related Documents:

Corporate Mandatory COVID-19 Vaccination Policy

Corporate Human Rights Accommodation Request Procedure

COVID-19 Vaccination Program – Ministry of Health Directive #6

COVID-19 Vaccination Declaration Form for Volunteers

COVID-19 Vaccination Educational Program Sign-Off for Volunteers

COVID-19 Vaccination Medical Exemption Form for Volunteers

COVID-19 Vaccination Other Exemption Request Form for Volunteers

Rapid Antigen Screening Form for Volunteers

Occupational Health and Safety Act

Ontario Human Rights Code

PURPOSE:

The *COVID-19 Vaccination Program* outlines the steps required for direct volunteers to meet the requirements of the *Mandatory COVID-19 Vaccination Policy*.

DEFINITIONS:

Fully Vaccinated is an individual who has received all required doses of COVID-19 vaccine series approved by the World Health Organization and 14 days has elapsed since the last dose. An individual is considered fully vaccinated once they have provided evidence of full vaccination status to the employer.

Partially Vaccinated is an individual who has received one dose of COVID-19 vaccine series approved by the World Health Organization, or less than 14 days have elapsed since their final dose.

Unvaccinated is an individual who has not received any doses of the COVID-19 vaccine series as approved by the World Health Organization, or those who have not provided proof of vaccine.

SCOPE:

The *COVID-19 Vaccination Program* applies to direct City of Waterloo volunteers who perform their duties indoors, or inside City facilities, and / or whose position involves engaging with other people / members of the public, except 1) individuals within the scope of the *COVID-19 Vaccination Program – Ministry of Health Directive #6* or 2) individuals that are required to be fully vaccinated upon acceptance as a new volunteer (condition of acceptance) unless exempt under the Ontario Human Rights Code.

PROGRAM:

1.0 COVID-19 VACCINATION DECLARATION

In accordance with the *Mandatory COVID-19 Vaccination Policy*, volunteers will be required to submit the following information to volunteer@waterloo.ca by 4:30 pm on **Monday, September 27, 2021**:

1. **COVID-19 Vaccination Declaration Form**; and,
2. supplemental documentation based on vaccination status in accordance with the chart below.

Electronic submission of documents is encouraged to enhance privacy, but physical documentation can be marked confidential- Volunteer Services and delivered to Human Resources, Waterloo City Centre, 100 Regina St. S., Waterloo, ON N2J 4A8 in person or by mail, where necessary.

VACCINATION STATUS	COVID-19 VACCINATION DECLARATION FORM	SUPPLEMENTAL DOCUMENTATION			
		(a) PROOF OF VACCINATION	(b) COVID-19 VACCINATION MEDICAL EXEMPTION FORM	(c) COVID-19 VACCINATION OTHER EXEMPTION REQUEST FORM	(d) COVID-19 VACCINATION EDUCATIONAL PROGRAM SIGN-OFF
Fully Vaccinated	Required	Required (full)	Not required	Not required	Not required
Partially Vaccinated with intent to fully vaccinate	Required	Required (partial)	Not required	Not required	Required (If unable to provide proof of full vaccination by Oct 4/21)
Medical Exemption under Ontario Human Rights Code	Required	Not required	Required	Not required	Not required
Other Exemption under Ontario Human Rights Code	Required	Not required	Not required	Required	Required

Unvaccinated (includes partially vaccinated with no intent to fully vaccinate, individuals unwilling to disclose vaccination status, etc.)	Required	Not required	Not required	Not required	Required
--	----------	--------------	--------------	--------------	----------

1.1 SUPPLEMENTAL DOCUMENTATION

a. Proof of Vaccination

- Proof of all required doses of a COVID-19 vaccine approved by the World Health Organization; or,
- If the individual has only received the first dose of a two-dose COVID-19 vaccination series approved by the World Health Organization proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose.
- A scan or picture of the vaccination receipt is acceptable
- Lost your receipt? *See Appendix 1: Accessing Proof of Vaccination*

b. COVID-19 Vaccination Medical Exemption Form

- To be completed by a physician, nurse practitioner, or health professional
- Reasonable costs associated with form completion will be paid by the City of Waterloo
- If the form cannot be completed by the aforementioned due date, please notify volunteer@waterloo.ca
- To be reviewed by Volunteer Services, with the Human Rights Accommodation Request Procedure

c. COVID-19 Vaccination Other Exemption Request Form

- To be completed by the individual requesting the exemption
- To be reviewed by Volunteer Services in accordance with the Human Rights Accommodation Request Procedure
- Additional documentation may be requested by Human Resources

d. COVID-19 Vaccination Educational Program Sign-Off

- Individual to follow the instructions on the sign-off form which includes, viewing the [COVID-19 Vaccination Educational Video](#) and signing-off on completion

2.0 RAPID ANTIGEN SCREENING

In accordance with the *Mandatory COVID-19 Vaccination Policy*, volunteers who are not fully vaccinated (see chart below) will be required to participate in rapid antigen screening beginning Monday, October 4, 2021 and submit a declaration of screening to confirm completion of rapid antigen screening twice a week.

VACCINATION STATUS	RAPID ANTIGEN SCREENING
Fully Vaccinated	Not required

Partially Vaccinated with intent to fully vaccinate	✓ (If unable to provide proof of full vaccination by Oct 4/21)
Medical Exemption under Ontario Human Rights Code	✓
Other Exemption under Ontario Human Rights Code	✓
Unvaccinated (includes partially vaccinated with no intent to fully vaccinate, individuals unwilling to disclose vaccination status)	✓

2.1 DECLARATION OF SCREENING

A declaration of screening must include the following information (at minimum) and be submitted to volunteer@waterloo.ca following rapid antigen screening twice a week:

1. Individual’s Name
2. Date of Screening
3. Time of Screening
4. Screening Result:
 - a. Negative; or,
 - b. Presumptive Positive; or,
 - c. Inconclusive.

This information can be documented using the **Rapid Antigen Screening Form** or in the body of the e-mail.

2.2 RAPID ANTIGEN SCREENING INSTRUCTIONS

All individuals who are required to participate in rapid antigen screening will be provided with detailed instructions for testing by October 4, 2021.

RETENTION:

In accordance with the Mandatory COVID-19 Vaccination Policy, the City will take every reasonable precaution to safeguard the personal information collected through the COVID-19 Vaccination Program, and securely destroy it, in accordance with the City’s Records retention by-law.

Proof of vaccination status will be deleted by Volunteer Services once added to a summary record. The summary record will be retained and disposed of in accordance with H18 (Superseded + 2 years) of the City’s records retention by-law.

Rapid antigen screening declarations will be retained for a period of 30 days then deleted by Volunteer Services.

NON-COMPLIANCE:

In accordance with the Mandatory COVID-19 Vaccination Policy, non-compliance with requirements will result in a meeting with the volunteer and is subject to possible dismissal

REVIEW:

Human Resources reserves the right to review and evaluate this program on a regular basis and amend as necessary.

Appendix 1: Accessing Proof of Vaccination

After vaccination, individuals with an Ontario photo health card can log in to the provincial portal to download or print an electronic COVID-19 vaccine receipt (PDF) for each dose received.

Receipts are available:

- for first and second doses received in Ontario regardless of where you were vaccinated in Ontario (for example, at a mass immunization clinic, hospital, pharmacy, or primary care setting)
- for doses received out of province, if reported to the local public health unit (and if approved international vaccines³)

To log in, individuals will need:

- a **green photo health (OHIP) card** (you will need numbers from both the front and back of the card, expired cards will be accepted)
- date of birth
- postal code

If you have a **red and white health card**, call the Provincial Vaccine Booking Line at [1-833-943-3900](tel:1-833-943-3900). The call centre agent can email you a copy of your receipt.

Individuals in the following circumstances should contact their [local public health unit](#) for further information:

- Individuals without an Ontario health card (or who did not provide their Ontario health card at the time of vaccination) should contact public health for a copy of their receipt.
- Individuals who did not receive a Canadian approved vaccine
- Individuals who have received an out-of-province vaccination and have not yet contacted their local public health unit should do so to ensure their records are validated and recorded.
- Individuals who have questions or concerns about the information supporting their COVID vaccine receipt

The majority of people who were vaccinated in Ontario were provided a receipt from the Ministry of Health (ministry) with the individual's name, date of vaccination and product name (i.e., Pfizer, Moderna, etc.). The physical/hard copy receipt and email version of the receipt a person would have received will resemble the following:

Ontario 
Ministry of Health
Ministère de la Santé

Name/Nom: [REDACTED]
Health Card Number/Numéro de la carte Santé: [REDACTED]
Date of Birth/Date de naissance: [REDACTED]
Date/Date: 2021-05-16, 3:43 p.m.
Agent/Agent: COVID-19, mRNA
Product Name/Nom du produit: PFIZER-BIONTECH COVID-19 VACCINE mRNA
Diluent/Product: PFIZER Diluent 0.9% Sodium Chloride
Lot/Lot: [REDACTED]
Dosage/Dosage: 0.5ml
Route/Voie: Intramuscular / intramusculaire
Site/Site: Left deltoid / deltoïde gauche
You have received 1 valid dose(s) / Vous avez reçu 1 dose(s) valide(s)
Vaccine Administered By/Vaccin Administré par: [REDACTED]
Registered/Praticien/Infirmière
Authorized Organization/Organisme agréé: [REDACTED]

Note: Only valid doses are counted / Remarque: Seules les doses valides sont comptées

Please remain on the premises for the next 15 minutes for observation. You are free to leave the vaccination clinic at 3:58 PM. Veuillez rester sur place pendant les 15 prochaines minutes aux fins d'observation. Vous pouvez quitter la séance de vaccination à 3:58 PM.