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**Appendix A – Template Vaccination Status Reporting and Preventive Measures Policy**

# <Organization> Vaccination Status Reporting and Preventive Measures Policy

1. **Intent and Purpose**

To clarify the applicable process and requirements for Staff (defined in Section F below) to provide vaccination status information to <Organization> and to implement the Preventive Measures on the PHO Order issued August 20, 2021.

1. **Background**

On August 20, 2021, the Provincial Health Officer issued an order titled *COVID-19 Vaccination Status Information and Preventive Measures Order* (the “PHO Order”) which requires <organization> to provide the PHO with information regarding Staff in order to verify vaccination status by September 1, 2021. The order also imposes Preventive Measures on unvaccinated staff starting September 8, 2021. This policy implements the PHO Order.

1. **Policy Statement**

All Staff must provide the information required to ensure that Staff and <organization> are compliant with the PHO Order.

Effective September 8, 2021 all Staff and Outside Service Providers must comply with the Preventive Measures set out in the PHO Order and outlined in this Policy.

All Staff and Outside Health Care and Personal Care Providers who are fully immunized against COVID-19 must have their immunization status confirmed by <Organization> before they may be allowed to remove their masks while working.

During an outbreak, this Policy will be suspended and the following will apply:

* + any direction or guidance from the PHO or Medical Health Officer
	+ <Organization’s> Outbreak Policy [if applicable, <Organization> to delete bullet if it does not have a relevant outbreak policy]
	+ the [BC Centre for Disease Control COVID-19 Outbreak Protocol](NULL); and/or
	+ any other applicable Ministerial or public health order, policy or guidance
1. **Scope**

The reporting requirements of this Policy applies to all Staff.

The Preventive Measures requirements of this Policy apply to all Staff and Staff of Contractors and Subcontractors.

1. **Responsibilities/Process**

Requirement for All Staff

1. All Staff who were vaccinated in British Columbia are required to provide their legal names, birthdate, and personal health number to <Organization> in accordance with the PHO Order. This information must be provided to <insert designated person> no later than <insert date that gives sufficient time to receive and enter information by September 1, 2021>. If a Staff member was vaccinated outside of British Columbia, they must also report their vaccination status at [https://www.immunizationrecord.gov.bc.ca/](NULL)
2. Starting September 8, 2021, Staff who have been Fully Immunized in accordance with Section F and receive written confirmation from <Organization>, may choose not to wear a medical mask, unless PPE is clinically indicated for individuals on precautions, when indicated based on a point-of-care risk assessment, or when required to protect against the hazards normally encountered at work.
3. Starting September 8, 2021, Staff who are not Fully Immunized must do the following:
	1. Wear a medical mask which covers their nose and mouth when in the facility or when accompanying residents away from the facility. Staff may remove the medical mask when consuming food or a beverage.
	2. Undergo a rapid test during the shift.
	3. If the rapid test result is positive, the individual must leave the facility as soon as it is operationally safe to do so and arrange to have a PCR test as soon as possible. Staff will be eligible for sick leave where applicable under applicable collective agreement or other <organization> policies.
	4. The individual must advise <organization> of the PCR test result as soon as possible.
	5. The individual may return to the facility if the PCR test is negative. If the PCR test is positive the individual may return after 10 days have passed from the time of the positive rapid test result or if approved to return by the medical health officer.
	6. If an unvaccinated Staff member refuses to wear a mask or undergo a rapid test, that individual shall be refused access to the facility. The Staff member shall be placed on leave without pay and may be subject to discipline up to and including termination.

Requirements for Staff of Contractors and Subcontractors

1. <Organization> will direct any contractor or subcontractor with employees who, in the course of their duties, enter the facility, to establish and enforce policies for their staff that are consistent with the requirements for staff under this Policy, in order to comply with the PHO Order.

Requirements for Outside Health Care and Personal Care Providers

1. Outside Health Care and Personal Care Providers who do not provide proof of vaccination to <organization> are required to:
	1. Wear a face covering which covers their nose and mouth
	2. Maintain a two metre distance from every other person in the facility, except for the resident to whom they are providing care
	3. Not be in close contact with a resident to whom they are providing care, unless it is necessary in order to provide care to the resident
2. Refusal to comply with these requirements will result in the individual being refused access to the facility.
3. If the individual has provided proof of vaccination status, <organization> will keep a record of that proof.
4. Effective October 12, 2021, Outside Health Care and Personal Care Providers who are not Fully Immunized will be refused access to the facility.

Requirements for Outside Support or Personal Service Provider

1. If an Outside Support or Personal Service Provider is not Fully Vaccinated, they will be refused access to the facility.
2. <Organization> shall keep a record of proof of vacation for all Outside Support or Personal Service Providers.

Other Outside Providers

1. Entry requirements for all other individuals are subject to the terms of the PHO Order.

Reporting Protocol for Everyone Entering the Facility

1. Anyone who enters the facility and who experience COVID-19 like illness/respiratory infection must follow <Organization’s> established reporting protocols.

Privacy Statement

All personal information collected under this Policy (“Vaccination Data”) is collected under and in compliance with the applicable provisions of the <Freedom of Information and Protection of Privacy Act OR the Personal Information Protection Act>, the *Public Health Act* and related public health orders.

The personal information collected under this Policy is collected for the purposes of: complying with applicable PHO Orders and related public health guidance and requirements; identifying risk and preventing the workplace transmission of disease; managing outbreaks; and, for related operational, employment and administrative purposes.

**Definitions**

**Fully Immunized**

A Covered Individual is considered Fully Immunized more than 14 days after receiving the second dose of an approved COVID-19 vaccine. A Staff member is considered Fully immunized when <Organization> received confirmation from the PHO of the Staff member’s vaccination status.

**Staff**

Staff means all employees (unionized and excluded) of <organization> who regularly work at the facility.

**Contractor and Subcontractor Staff**

Contractor and Subcontractor Staff means any individual who is employed by a contractor or subcontractor and who regularly works at <organization>.

**Outside Health Care and Personal Care Providers**

Outside Health Care and Personal Care Providersmeans a physician, nurse, physiotherapist, occupational therapist, home support worker, practicum student providing health care or personal care, faculty member of a health care or personal care educational or training facility, emergency medical assistant, patient transport worker or any other non-staff member who provides health care or personal care to a resident, but does not include a visitor.

**Outside Support or Personal Service Provider**

Outside Support or Personal Service Provider means a volunteer, hired companion, barber, hairdresser, nail esthetician or any other non-staff member who provides personal support or a personal service to a resident, but not include a visitor.

**Other Outside Provider**

Other Outside Provider means a person other than a resident, staff member, visitor, outside health care provider, outside personal care provider, outside support provider or outside personal service provider, who is in a facility, and includes an entertainer, animal therapy provider and maintenance person.

**Consequences of Non-Compliance**

Any person found in violation of this Policy may be subject to remedial and/or disciplinary action up to and including termination of employment, cancellation of contract and/or revocation of privileges.

**References**

* Public Health Officer Order [[https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-vaccination-status-information.pdf](NULL)]
* [Ministry of Health – Overview of Visitors in Long-Term Care and Seniors’ Assisted Living](NULL) [[http://www.bccdc.ca/Health-Info-Site/Documents/Visitors\_Long-Term\_Care\_Seniors\_Assisted\_Living.pdf](NULL)]
* COVID-19 Infection Prevention and Control: Guidance for Long-Term Care and Seniors’ Assisted Living Settings [[http://www.bccdc.ca/Health-Info-Site/Documents/COVID19\_LongTermCareAssistedLiving.pdf](NULL) ]

The BC Centre for Disease Control COVID-19 Outbreak Protocol ([COVID-19 Outbreak Management Protocol for Acute Care, Long-Term Care and Seniors' Assisted Living Settings (bccdc.ca))](NULL)