

APPENDIX A – Sample COVID-19 Vaccination Policy

[POLICY TITLE] (e.g., COVID-19 VACCINATION POLICY)

PURPOSE

To ensure that *[Organization's Name]* employees are adequately immunized to minimize their risk of infection and to reduce the risk of transmission to others.

POLICY STATEMENT

[Organization's Name] is committed to protecting employees and others from hazards in the workplace, including infectious and vaccine preventable diseases and to maintaining a protected workforce.

Under the *Occupational Health and Safety Act* and through the Internal Responsibility System, all workplace parties have a duty to keep the workplace safe, this includes taking every reasonable precaution in the circumstances to protect the worker (OHSA, Section 25(2)(h)).

APPLICATION (statement of whom the policy applies)

[All who are required to follow the policy (e.g., All employees, including students, volunteers, and new hires)] as a condition of employment to ensure fitness to safely perform work, minimize and prevent absenteeism due to vaccine preventable diseases, reduce the risk of transmission to co-workers and *[add applicable parties. E.g. Clients, customers]*. This includes anyone who is eligible to receive a COVID-19 Vaccine according to the [Middlesex-London Health Unit's website](#).

This includes mandatory reporting, initial and ongoing assessment/monitoring, and documentation of immunization. Subject to accommodation needs are referred to in the *[Organization's COVID-19 Vaccination Procedure title]*. Any employees refusing to comply with the requirements under this policy will be subject to disciplinary action, up to and including termination from employment.

[Organization's Name] recognizes its duty to accommodate employees who are unable to receive a vaccine(s), for reasons related to a disability or creed (religious beliefs) as relevant *Ontario Human Rights Code* protected grounds, to the point of undue hardship. Employees who are unable to receive vaccines or tests for medical reasons or any relevant *Ontario Human Rights Code* protected ground, will be required to complete and submit the applicable documentation, *[Insert the appropriate Organizational action. (e.g., MLHU employees must sign a document (See APPENDIX C and APPENDIX D))]*, and/or follow applicable safety measures (refer to *APPENDIX B – Sample COVID-19 Vaccination Procedure*).

Where feasible, *[Organization's Name]* will implement measures for those who are unable to receive a vaccine for an *Ontario Human Rights Code* protected reason to enable them to continue their employment (e.g., re-assignment, remote work, personal protective equipment (PPE), applicable leave, as applicable).

[All who are required to follow the policy (e.g., All employees, including students, volunteers, and new hires)], regardless of the work they perform, are required to receive the COVID-19 vaccine and any related boosters. Employees who are unvaccinated for COVID-19 (i.e. those who submitted a completed exemption form (APPENDIX C & APPENDIX D) or whose vaccine status information is

incomplete) will be required to participate in a rapid COVID-19 testing protocol (See *APPENDIX E*). Personal and/or philosophical objections to the COVID-19 vaccine will not be accepted for granting an exemption from receiving the COVID-19 vaccine or any related boosters.

PROOF OF VACCINATION

[Organization's Name] requires proof of vaccination from *[All who are required to follow the policy (e.g., All employees, including students, volunteers, and new hires)]*. Proof is the documentation of completed vaccination series approved by Health Canada or the World Health Organization. For employees requiring proof of vaccination, please refer to the Ontario Ministry of Health's website to retain this: <https://covid19.ontariohealth.ca>

All employees' COVID-19 immunization information will be protected with appropriate safeguards and will only be used or disclosed for the purposes outlined in this policy.

Employees must disclose their vaccination status to *[Organization's Name]* by *[reasonable date for individuals to prove their status or get their vaccine (e.g., all staff are required to be fully vaccinated with a COVID-19 vaccine series by October 30, 2021. Staff must receive one dose of COVID-19 vaccine by September 30, 2021, and their second dose of COVID-19 vaccine by October 30, 2021.)]*

KEY GUIDANCE DOCUMENTS AND RESOURCES

[Public Health Agency of Canada – Canadian Immunization Guide \(2018\)](#)

This policy template has been developed by using the MLHU's Employee Immunization Policy and Toronto Public Health's COVID-19 Vaccination Policy

PLEASE NOTE: The information provided in this document does not contain legal advice and should not be relied on or treated as legal advice. Those for whom these recommendations are intended should seek their own legal advice to address their specific workplace circumstances.