

# APPENDIX B – Sample COVID-19 Vaccination Procedure

## ***[PROCEDURE TITLE] (e.g., COVID-19 VACCINATION PROCEDURE)***

### **1. Immunization Status**

- 1.1. *[Include the specific process for obtaining employee immunization receipts. Include how often these records will be reviewed and by whom, if necessary.]*
- 1.2. *[Include the process for how new hires will be required to submit their immunization status prior to their start date]*
- 1.3. Where required immunization is declined, *[Organization Designate (e.g., Occupational Health and Safety (OHS))]* will discuss with the employee the potential health and safety risks associated with being unvaccinated.
  - a. If the individual is unable to receive the COVID-19 immunization based on a medical reason, they will be required to have a health care provider complete the Medical Exemption to Decline the COVID-19 Vaccine Form (APPENDIX C) and submit the form to the *[Organization Designate]*.
  - b. If the individual is unable to receive COVID-19 immunization based on a relevant protected ground under the *Ontario Human Rights Code*, they will be required to complete the Self-Attestation of Relevant Human Rights Protected Ground to Decline the COVID-19 Vaccine Form (APPENDIX D).
- 1.4. In the event of a vaccine or communicable preventable disease outbreak that impacts *[Organization's Name]* employees, dependent on their role and risk of exposure:
  - a. *[All who are required to follow the policy (e.g., All employees, including students, volunteers, and new hires)]* who have not reported their immunization status or have submitted a completed exemption form will be offered immunization, provided with the applicable personal protective equipment, re-assigned and/or offered remote work (where possible); enrolled in a rapid testing program (See APPENDIX E) (where applicable), or placed on an applicable leave.
- 1.5. When the COVID-19 immunization is received, the employee must notify *[Organization Designate]* of the completion of indicated immunizations by providing a copy of the record report to ensure accurate records.
- 1.6. *[Organization Designate]* documents all immunizations *[where the records will be stored, electronic and paper]*.
- 1.7. Employees who do not provide proof of immunization, or those who have submitted the applicable exemption form (APPENDIX C & APPENDIX D) will be considered unvaccinated.
- 1.8. *[Organization Designate]* will track and report on overall employee immunization rates. Individual immunization status will not be shared beyond what is required for compliance monitoring and ensuring the health and safety of *[Organization's Name]*.

- 1.9. Unvaccinated employees will *[insert what will happen if Employees are exempt and do not get vaccinated (e.g., disciplinary action, termination of employment)]*

## **2. Monitoring and Follow-Up to Ensure Up-to-Date Immunization and Testing**

- 2.1. Employees who signed an exemption form (APPENDIX C & APPENDIX D) because they did not receive the COVID-19 vaccine can decide to receive the vaccine at any time. The employee can contact *[Organization Designate]* for assistance and/or to send the immunization record.
- 2.2. *[Insert any other documentation that may need to be added/stored in an employee's file related to the mandatory COVID-19 vaccine]*

## **3. Follow-Up Regarding Outstanding Requirements**

- 3.1. *[Organization Designate]* will *[Specify how (e.g., by email, phone, meeting)]* a reminder to employees who have not provided required COVID-19 immunization documentation *[Add in a timeline from the first contact/request (e.g., MLHU specifies within two weeks of initial request of vaccination proof)]*.
- 3.2. *[Include what to do if the employee does not provide proof after 3.1. (e.g., MLHU sends a second reminder email with the employee's manager cc'd)]*
- 3.3. If the employee has not provided required immunization documentation by the date specified in the second email reminder, *[Organization Designate]* will notify the appropriate leader to ensure a meeting is arranged as soon as possible.
- 3.4. Continued non-compliance will be addressed by the leader with the support of HR in accordance with *[Organization's related discipline 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.*