

# NORFOLK MANOR

## COVID-19 Workplace Vaccination Policy

### Policy Statement: Sept 7 2021

In accordance with NORFOLK MANOR'S duty to protect the health and safety of staff and residents and to avoid preventable harm in a setting where residents are more vulnerable and physical distancing is not always possible, a COVID-19 workplace vaccination policy has been adopted. All staff are requested to receive the COVID-19 vaccine, unless a reasonable accommodation is necessary and approved. Management will follow up with any staff not in compliance with this policy.

This policy serves to safeguard the residents, staff and their families, as well as others in the residence and the community at large by limiting or eliminating COVID-19 in the workplace; and complies with existing applicable ministry directives (Directive #3, Retirement Homes Policy to Implement Directive #3) and regulatory requirements (Retirement Homes Act, PHIPA, etc.).

### Procedures:

- Existing staff will need to either be vaccinated, in process of being vaccinated, provide medical proof to not be required to be vaccinated or have declared they will not be getting vaccinated on or before September 30 2021.
- Staff must provide proof of vaccination unless it is medically contraindicated (proof of medical reason including effective time period required).
- In accordance with applicable legislation, directives, and policies, if an employee refuses vaccination without a legitimate reason, a flexible, non-disciplinary approach will be taken, including mandatory education and sign off; declaration of refusal (informed); and sign off of the expectations/understanding should there be a positive COVID-19 case/outbreak; and enhanced precautions including PPE and rapid testing.
- Norfolk Manor will also require proof of vaccination from any contractors, volunteers or students.
- The Norfolk Manor will exercise caution when discussing or disclosing anyone's vaccination status as this is considered a private health matter.

### Mandatory Vaccination Policy for New Hires

The employer's mandatory vaccination requirement for new hires is clearly stated in the offer letter. However Norfolk Manor does reserve the right to hire non-vaccinated staff based on filling essential staffing needs if applications that are fully vaccinated do not present themselves during the hiring process within the time constraints of the position to be filled. Such persons will then be subject to the constraints listed below pertaining to Non-Vaccinated Staff

### Staff Refusing to Get Vaccinated – NON VACCINATED STAFF

- Must wear mask (supplied) and goggles when on shift (MoL)
- Must attend mandatory Vaccine hesitancy training
- Provide proof /notification to the employer when training is complete
- Must sign a declination or refusal to get vaccinated
- Must do weekly RAPID SELF TEST
  - Submit proof of a Negative result from a Rapid Covid Test on a weekly basis and prior to their first scheduled shift each week. **Abbott Panbio™** test kits will be supplied (to be supplied by government) and the staff member must do the self test and provide the results to the resident supervisor.
  - Resident supervisor in turn must accurately chart the information which will be regularly submitted to

public health.

- **Without the neg test result** a non-vaccinated staff member will not be allowed access to the premises and may be subject to disciplinary action which could include suspension and/or termination with cause.
- **Additional unpaid periods of time off work may occur if exposed to Covid 19 as per the provincial guidelines up to 10 days even after a neg covid swab.**

## **NEW RESIDENTS**

All persons looking to call Norfolk Manor their Home will be required to be fully vaccinated prior to admission.

It will also be recommended that all new admissions received the 3<sup>rd</sup> shot in accordance with Public Health and Ministry of Health recommendations.

### **Contractors, volunteers or students**

Contractors, volunteers or students are required to provide proof of being vaccinated or not.

Those who refuse to provide proof of vaccination will be refused access to the premises.

If they provide proof of full vaccination then they will be admitted.

If they are unvaccinated then they must provide a current negative rapid swab result at the beginning of each week prior to their first shift. Work week is defined as Monday – Sunday.

Failure to pass the screening or provide the neg swab result will result in admission to Norfolk Manor being refused.

NORFOLK MANOR working to ensure a safe and supportive work place.