

Personnel COVID-19 Immunization Policy - OP-POL-9

Operational Policy

1.0 Policy Statement

The North Bay Parry Sound District Health Unit (Health Unit) requires all personnel to be vaccinated against COVID-19 unless exempt for medical reasons.

2.0 Purpose

The purpose of this policy is to have all personnel protected from severe illness that might result with exposure to COVID-19 while carrying out their work, and reduce the risk of transmitting/spreading COVID-19 to Health Unit clients and partners.

3.0 Applicability

This policy applies to all personnel undertaking work as representatives of the Health Unit. This includes employees, students, unpaid placements, volunteers, and regular contracted services (e.g. cleaners, security, and physicians).

4.0 Scope

This policy applies to all Health Unit work, to ensure all personnel are immunized or protected against COVID-19 as outlined in the Personnel COVID-19 Immunization Operational Procedure, 6-1.

5.0 Responsibility

The Medical Officer of Health (MOH) is responsible for providing leadership, consultation, and ensuring compliance with this policy and applicable procedures.

The Executive Team/designate is responsible for providing leadership with policy and procedure implementation, identified exceptions, and required accommodations.

The Program and Service Managers are responsible for supporting implementation of this policy and applicable procedure within their respective teams and activities, which includes identifying occupational hazards/risks and activities to be deferred or reassigned based on the immunization status of personnel.

All personnel are responsible for providing proof of COVID-19 immunization, proof of valid medical contraindication, and/or completing other reasonable actions (e.g., education session, COVID-19 rapid antigen testing, work reassignments, etc.) as outlined in the Personnel COVID-19 Immunization Operational Procedure, 6-1.

The R.N. in Occupational Health is responsible for educating staff and providing resources to other personnel about the risks/benefits of COVID-19 vaccination, administering specified vaccines/testing to staff, consulting with the Medical Officer of Health regarding medical exemptions to COVID-19 vaccine, introducing hazard controls, and tracking immunization status of Health Unit personnel, as applicable to their role within the organization.

The Manager, Human Resources/delegate is responsible for supporting and guiding the management team in achieving compliance with occupational health and safety requirements. In addition, the Manager/Human Resources/delegate is responsible for following up with unimmunized personnel to determine and implement any salary continuance, accommodation, or workplace exclusion and other hazard controls based on this policy and applicable procedure.

6.0 Definitions

Immunization: A process by which a person is protected against a disease through vaccination. This term is often used interchangeably with vaccination or inoculation.

Vaccination: The act of introducing a vaccine into the body to produce immunity to a specific disease. Vaccination is a simple, safe, and effective way of protecting people against harmful diseases before they come in contact with them. It uses the body's natural defences to build resistance to specific infections and makes the immune system stronger.

7.0 Consequences of Non-Compliance

A violation to this policy is reported using a Quality Incident Report (QIR). Non-compliance with this policy is addressed and may result in disciplinary action up to and including termination.

8.0 Related Documents

Internal References

- a) Quality Issue Reporting – [WI-HU-065](#)
- b) Records Management – Retention – [WI-HU-108](#)
- c) Operational Policy Approval Form - Appendix

External References

- a) Government of Ontario. R.R.O. 1990. c. 0.1. *Occupational Health and Safety Act* (OHSA). O. Reg. 67/93, as am. O. Reg. 142/99 Health Care and Residential Facilities. S9(1) and (5).

<https://www.ontario.ca/laws/statute/90o01>

- b) Public Health Agency of Canada (PHAC). National Advisory Committee on Immunization (NACI). Part 4: Active vaccines; Hepatitis B Vaccine (2017); Measles Vaccine (2018); Mumps Vaccine (2018); Rubella Vaccine (2018); Varicella Vaccine (2018); Pertussis Vaccine (2018); Part 3: Vaccination of Specific Populations; Immunization of Workers (2016). Canadian Immunization Guide. Evergreen Edition. Retrieved from: <http://www.phac-aspc.gc.ca/publicat/cig-gci/index-eng.php>

Associated Operational Procedures

- a) Personnel COVID-19 Immunization – 6-1

9.0 Summary of Revisions

2021-09-21 – New Policy

10.0 Policy Development Details

Approved by: **Executive Team**

Date Approved: **2021-09-23**

Date Effective: **2021-09-24**

Date Due for Review: **2026-09-24**

For more information, contact the policy owner: Executive Director, Human Resources