



**SUNDOWNERS DAYCARE &
RESOURCE CENTRE**

COVID-19 Immunization Disclosure Policy

Effective September 7, 2021

Sundowners Day Care and Resource Centre - Covid-19 Immunization Disclosure Policy

An immunization disclosure policy is required for all publicly-funded school board employees, staff in private schools and licensed childcare settings and other individuals frequently in these settings who may have direct contact with children, providers and/or staff for the 2021-2022 school year. Regular rapid antigen testing requirements will be in place for individuals who are not fully vaccinated against COVID-19. Individuals who do not intend to be vaccinated, without a documented medical reason, will be required to participate in an educational session about the benefits of COVID-19 vaccination.

Purpose

The purpose of this policy is to outline organizational expectations with regards to COVID-19 immunization disclosure.

Contingent upon vaccine availability, all eligible individuals, are strongly encouraged to receive a COVID-19 vaccine, unless there is a medical reason to not receive a vaccine.

Background

Sundowners Day Care and Resource Centre (Sundowners) recognizes the importance of immunization of individuals regularly interacting and providing services to children due to the nature of their work and potential for exposure in the community. This COVID-19 immunization policy aims to protect the child care program's population including children, staff, volunteers, students on educational placements and any person providing child care or other services to a child in care.

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions.

Application of the Policy

The Immunization Disclosure Policy will apply to the following groups of individuals, except where the individual works remotely and the individual's work does not involve in-person interactions:

- Employees of Sundowners;
- Volunteers;
- Students on an educational placement;
- Any licensee who regularly interacts with children, staff or providers;
- Any person who provides child care or other services to a child who receives child care (e.g., special needs resourcing consultant); and

- Contractors and other individuals who frequently attend the premises at which child care or instruction is provided or at the offices of a board to deliver services, who may have direct contact at the premises with any individual listed above or which a child or student.

Policy

The Chief Medical Officer of Health has directed all licensed child care programs to develop, implement and ensure compliance with a COVID-19 immunization disclosure policy. All individuals covered by this policy must provide one of the following:

1. Proof of all required doses of a COVID-19 vaccine approved by the World Health Organization. (Note final dose must have been received at least 14 days prior.)
2. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
 - a. that the person cannot be vaccinated against COVID-19; and
 - b. the effective time period for the medical reason (i.e., permanent or time-limited).
3. Proof that the individual has completed an educational session approved by Sundowners.

Educational Session

As part of the government's COVID-19 disclosure policy, individuals who are not vaccinated without a documented medical reason or those who choose not to disclose their vaccination status are required to undergo regular rapid antigen testing. The government requires these individuals to participate, outside of working hours, in an educational program about the safety and efficacy of COVID-19 vaccines.

This educational session, which has been provided by the Ministry of Education, has been approved by Sundowners and addresses all the following learning components:

- how COVID-19 vaccines work;
- vaccine safety related to the development of the COVID-19 vaccines;
- benefits of vaccination against COVID-19;
- risks of not being vaccinated against COVID-19; and
- possible side effects of COVID-19 vaccination.

Applicable individuals will receive a link to the Education Session/Video and will be required to attest in writing that they have completed this requirement. These individuals will also receive the Educational Session Attestation. See Appendix 3.

Support for Vaccination

Sundowners encourages staff to schedule vaccination appointments as soon as possible and outside of their scheduled shifts whenever possible. Should you require assistance scheduling a vaccine appointment or would like to discuss any of the enclosed information, please feel free to reach out to your site supervisor or Human Resources.

Testing Requirements

Individuals subject to the policy who are not fully vaccinated must regularly complete an antigen point of care testing for COVID-19 and demonstrate a negative result, two times per week: (Monday and Thursday evenings.) The written/photo results will be immediately forwarded to the Human Resources Coordinator via email (info@sundownersdaycare.com) If you are unable to access email, the results may be submitted to the site supervisor (sealed envelope.)

Processes and access to testing will be determined by the Ministry of Education. The interim testing plan utilizing participating pharmacies is in place for the period of September 7 to September 21, 2021.

Effective September 21, employees will be provided with at-home testing kits. Instructions will be forwarded to each applicable employee and can be found in the appendix of this policy.

As per the Letter of Instruction issued by the Office of the Chief Medical Officer of Health, licensed child care programs must require that individuals who are not fully vaccinated submit to regular rapid antigen testing. Individuals subject to these testing requirements must provide verification of negative test results two time per week.

- Testing is to take place at an individuals' residence prior to attending work. (Employees will be provided with at-home testing kit and instructions).
- Testing should not take place more than 48 hours before attending work.
- Testing should be implemented consistently on a weekly basis with at least 3 days between tests and conducted Sunday to Friday.
- **Sundowners will require testing on Monday and Thursday evenings.** This will provide appropriate time to notify your supervisor in advance of your shift if you have tested positive. Testing will be required even if an individual is not scheduled to work the following day.
- Testing will not be required for any full week that the individual is on vacation, or other approved leave. The employee will be required to complete testing on the Sunday evening prior to return. The employee will continue to follow the regular testing schedule of Monday and Thursday evening.

As a reminder, rapid antigen screening is only for individuals who are asymptomatic. Anyone who has symptoms should seek testing at their local assessment centre.

A positive result on a rapid antigen test is considered a preliminary (presumptive) positive and requires confirmation with a lab-based PCR test. Any individual that receives a preliminary positive result on a COVID-19 rapid antigen test, is required to:

1. Notify their supervisor immediately providing enough time to schedule a replacement staff member
2. Seek a confirmatory PCR test immediately (and not later than 48 hours) at a designated testing centre
3. Isolate immediately until the result of their confirmatory test is known.
4. Safely return to work only after they receive a negative result on a confirmatory test at a designated testing centre, advise their immediate supervisor and provide proof to the HR coordinator (info@sundownersdaycare.com)

5. If the PCR test is positive, the employee will immediately notify their supervisor and follow the direction of the health unit.

Sundowners has no obligation to inform the public health unit of employee's rapid antigen test result (regardless of whether it was positive or negative.) Sundowners is required to report positive PCR tests to the local health unit.

If an individual has had a laboratory-confirmed COVID-19 infection they should not participate in antigen testing for 90 days following the date of their positive COVID-19 test result. These individuals should immediately resume COVID-19 rapid antigen testing after the 90th day from the date of their positive COVID-19 PCR result.

Individuals that are covered by Sundowners' immunization disclosure policy but are not directly employed by Sundowners must provide their attestations or negative test results directly to Sundowners but are not required to duplicate testing if their employer also has a rapid antigen testing policy.

Test kits provided to licensed child care programs are intended for individuals that are covered by the Sundowners, immunization disclosure policy. These tests are not intended to be used to screen children.

Current health and safety protocols (i.e., masking, shields, physical distancing) will remain in place for all individuals entering the child care centre regardless of vaccination status.

Verification of Testing

The photo results will be forwarded to the Human Resources Coordinator immediately following the at-home test via email (info@sundownersdaycare.com) If you are unable to access email, the results may be submitted to the site supervisor (sealed envelope.)

Confidentiality Statement

As per s. 77 of O. Reg 137/15 made under the Child Care and Early Years Act, 2014, Sundowners is required to report such statistical information to the Ministry of Education as may be required. No identifying information will be provided to the ministry in relation to this policy; all statistical information will be provided in aggregate form.

APPENDIX 1: MEMO TO EMPLOYEES



September 7, 2021

Memo To All Employees:

The Ministry of Education has introduced an immunization disclosure policy for all licensed child care settings, with rapid antigen testing requirements for staff who are not immunized against COVID-19.

The Ministry will require all child care licensees to implement a COVID-19 immunization disclosure policy. At a minimum, the policy must require licensed child care staff, volunteers, students on educational placements, Special Needs Resources, and frequent visitors to do one of the following:

1. Provide proof of full vaccination against COVID-19, or
2. Provide a formal/official documented **medical** reason for not being vaccinated against COVID-19, or
3. Participate in an educational program approved by the licensee.

Those who are not immunized, including those for medical reasons will be required to complete regular COVID-19 testing as directed in provincial guidance.

The Immunization Disclosure Policy will go into effect September 7, 2021. Therefore, employees will complete and submit the Immunization Disclosure Attestation Form no later than September 8, 2021. A copy of the vaccination receipts provided by the Ministry of Health at the time of vaccination or a note from either a physician or nurse practitioner as proof of a medical reason for not being vaccinated will be attached to the attestation. This information will be forwarded to the HR coordinator via your site supervisor (in a sealed envelope) or email (info@sundownersdaycare.com) You can download your vaccination receipt at <https://covid19.ontariohealth.ca/>

Employees who are not fully vaccinated against COVID-19 (due to incomplete vaccination schedule, medical reasons, or personal choice) will be required to complete Rapid Screening at a minimum of twice per week. More information on this process will follow. **In the interim, the government is authorizing participating pharmacies to provide publicly funded COVID-19 rapid antigen testing servings effective Tuesday September 7 until Tuesday September 21, 2021.** Attached is a listing of participating pharmacies. Individuals will be required to show valid ID and letter from Sundowners indicating they are subject to testing requirements. Those employees who are not fully vaccinated will receive a letter to be presented at the pharmacy. **Sundowners will require negative test result confirmation 2 times per week.**

A copy of the Immunization Disclosure Policy will be forwarded. Please forward any questions to your site supervisor.

Sincerely,

Holly Francottie
Executive Director

APPENDIX 2: IMMUNIZATION DISCLOSURE ATTESTATION FORM



Immunization Disclosure Attestation Form

Name: _____

Site: _____

Please select **one** of the following:

- I affirm that I am fully vaccinated against COVID-19. In this attestation, “fully vaccinated against COVID-19” means having received the full series of COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization; and having received the final dose of the COVID-19 vaccine at least 14 days ago. Please attach proof of vaccination, IE: receipt provided by the Ministry of Health either at the time of vaccination or via the provincial vaccination portal: <https://covid19.ontariohealth.ca/>
- I affirm that I am unable to be vaccinated against COVID-19 due to a medical reason. Proof must be provided by either a physician or a nurse practitioner. The note should specify whether the reason is permanent or time limited. If time limited, the note should indicate how long it is expected to last.
- I am not fully vaccinated and do not have a medical reason as of the date of signing.

I affirm that all of the information and answers provided herein, and any accompanying supporting documentation are complete, true and correct to the best of my knowledge and belief as required by law. I understand that any misrepresentation, falsification, or omission of any material facts may render this attestation void.

If at any time the information changes and/or the time limited medical exemption has expired, a new form will be required.

Signature: _____

Date: _____

APPENDIX 3: Educational Session Attestation



STAFF ACKNOWLEDGEMENT OF EDUCATIONAL SESSION ATTESTATION

I _____ (Employee Name) have viewed the required Educational Session: COVID-19 Vaccination Information for Educators in its entirety.

I understand that it is my responsibility to seek clarification on anything that I am unsure of and work with the Human Resources Coordinator to ensure I fully understand what is required to maintain a healthy and safe environment for all children and staff.

Date: _____

Name of Employee: _____

Signature of Employee: _____

Cc: Personnel File

APPENDIX 4: How to self-administer a COVID-19 rapid test kit

How to self-administer a COVID-19 rapid test instructions can be found at:

<https://www.ontariohealth.ca/sites/ontariohealth/files/2021-08/PASP-COVID19-Self-Testing%20Instrucitons.docx>