



BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i>	<i>Administrative Procedure Number</i>
<b>COVID-19 Vaccination Disclosure</b>	<b>823</b>
<i>Directional Policy</i>	
<b>800 – Healthy Schools &amp; Workplaces</b>	

**Title of Administrative Procedure:**

COVID-19 Vaccination Disclosure

**Date Approved:**

October 5, 2021

**Projected Review Date:**

October, 2022 (annually)

**Directional Policy Alignment:**

*The Board recognizes that the health and well-being of our students and staff is foundational to their success. This Administrative Procedure focuses on applying that collective effort and engagement during a public health emergency by ensuring a clear and consistent approach to the requirement for all eligible individuals to be fully vaccinated against COVID-19, except as set out below.*

*This COVID-19 Vaccination Disclosure Administrative Procedure has been developed and implemented in accordance with provincial legislation and government directives.*

**Alignment with Multi-Year Strategic Plan:**

*This Administrative Procedure supports the Nurturing Mental Health and Well-being pillar ensuring the safety and well-being of all of our staff.*

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

**Purpose:**

The purpose of this Administrative Procedure is to outline the Peterborough Victoria Northumberland and Clarington Catholic District School Board's (PVNCCDSB) expectations with regards to COVID-19 vaccination disclosure for staff, volunteers, third-party contractors, student practitioners, frequent visitors and other professionals who provide in-person services in schools and who have direct contact with staff and/or students. All eligible individuals are strongly encouraged to receive a COVID-19 vaccine.

Further, PVNCCDSB is required under the *Occupational Health and Safety Act* ("OHSA") to provide a safe working environment for our employees, our students and members of the public. PVNCCDSB and its staff have been identified as being at high-risk for COVID-19 transmission and associated variants due to the close proximity of staff to students, parents, and other staff members. COVID-19 vaccinations have proven to be one of the most effective tools to prevent transmission of and infection by COVID-19.

This COVID-19 Vaccination Disclosure Administrative Procedure applies to the following groups (hereinafter collectively referred to as "Individuals"):

- Employees - All school board employees/staff, whether they are unionized or not, including daily and long-term occasional teachers and casual education workers
- The following individuals if attending the school premises frequently and have direct contact with staff or students:
  - Students on educational placement, including professional services students on a placement/work-integrated learning visit (e.g., teacher candidate practicums, nurse, psychologist, behavioural therapist, speech-language pathologist, etc.);
  - Drivers responsible for the transportation of students;
  - Volunteers;
  - Those who provide professional services to children at school;
  - Visitors, including parents/guardians and service providers or third party contractors who regularly interact with or are in the presence of students or staff members; and
  - School board trustees.

**Action Required:****Mandatory Vaccination Disclosure - Employees**

By no later than September 6, 2021 or prior to attending at PVNCCDSB property following that date, all employees must provide:

1. an attestation that the Individual is fully vaccinated against COVID-19 with proof of vaccine administration; or
2. written proof of a medical reason, provided by a physician or registered nurse practitioner that sets out:
  - a. a documented medical reason for not being fully vaccinated against COVID-19; and
  - b. the effective time-period for the medical reason (i.e. permanent or time-limited and the expected duration if time-limited); or
3. prior to declining vaccination for any reason other than a medical reason, proof that the employee has completed an educational session approved by PVNCCDSB about the benefits of the COVID-19 vaccination. The link to the educational session will be sent to the employee. They will also receive a link after viewing to confirm they have watched the video. This educational session will address, at a minimum:
  - i. how COVID-19 vaccines work;
  - ii. vaccine safety related to the development of the COVID-19 vaccines;
  - iii. the benefits of vaccination against COVID-19;
  - iv. risks of not being vaccinated against COVID-19; and
  - v. possible side effects of COVID-19 vaccination.

Proof that an employee is fully vaccinated must be provided to Human Resource Services in the form of the electronic or paper receipt provided to the Individual at the time of vaccination. An employee who does not provide an attestation to PVNCCDSB and/or their vaccination receipt is considered to be “not fully vaccinated” for the purposes of this Administrative Procedure.

For the purposes of this Administrative Procedure, “fully vaccinated” means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by World Health Organization (WHO) (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago.

### **Testing Requirements For Individuals Who Are Not Fully Vaccinated**

All Individuals who are not fully vaccinated (which includes Individuals who are partially vaccinated) shall submit to rapid antigen testing for COVID-19, three times a week and provide verification of the negative test result to Human Resource Services before attending a PVNCCDSB facility. Individuals are expected to fulfill testing requirements outside of working hours. The frequency of testing is subject to change.

If an Individual tests positive for COVID-19 with the rapid antigen test, they will not be permitted to attend PVNCCDSB property. The Individual will be required to isolate and undergo PCR (polymerase chain reaction) laboratory testing to confirm the results of the rapid antigen test within forty-eight (48) hours.

### **Mandatory Vaccination Disclosure - Other Individuals**

Third party organizations who want to have their staff, volunteers or other stakeholders attend a PVNCCDSB facility, will be required to attest that such individuals are fully vaccinated. If these individuals are not fully vaccinated, they will not be permitted to attend a PVNCCDSB facility.

### **Mandatory Vaccination Disclosure - Parent Volunteers**

Parents or other visitors who wish to volunteer at a PVNCCDSB facility will be required to attest that they are fully vaccinated and provide proof of vaccination. If these individuals are not fully vaccinated, they will not be permitted to attend a PVNCCDSB facility for the purpose of volunteering.

### **Accommodation**

Individuals who are unable to receive the vaccine for reasons related to a protected ground under the *Human Rights Code* of Ontario ("*Code*") must notify Human Resource Services in writing as soon as possible. PVNCCDSB is committed to complying with its duty to accommodate pursuant to the *Code*.

### **Non-Compliance**

An Individual who is an employee of PVNCCDSB and who is not in compliance with this Administrative Procedure may be subject to administrative and/or disciplinary measures, up to and including termination of employment. Any other Individual who does not comply with the terms of this Administrative Procedure will be denied access to PVNCCDSB property and may be subject to other measures.

### **Use and Disclosure of Information**

Personal information and personal health information ("Information") will be collected and retained by PVNCCDSB in accordance with applicable laws and will only be used to implement this Administrative Procedure or for any other related purpose. The

Information will not be used or disclosed for other purposes without the consent of the Individual to whom it relates, except as required by law. The Information will be stored in a secured manner by PVNCCDSB.

As directed by the Chief Medical Officer of Health's, PVNCCDSB is required to provide statistical information to the Ministry of Education on a monthly basis and to post aggregate data on PVNCCDSB's website. All statistical information will be provided in a depersonalized aggregate form. Only aggregate percentages of the vaccination rate of PVNCCDSB employees will be shared with the Ministry of Education. No information allowing to identify an Individual will be shared, unless consented to by the Individual or as required by law.

### **Review of Administrative Procedure**

The measures described in this Administrative Procedure will be modified as required, as additional relevant information becomes available. PVNCCDSB reserves the right to implement any other reasonable measures of control to protect the school community.

To ensure the protection of the school community at PVNCCDSB from exposure and transmission of COVID-19 other infection protection and health measures remain in effect. This Administrative Procedure is in addition to existing health measures that have been implemented, including wearing personal protective equipment.

### **RESPONSIBILITIES:**

#### **The Board of Trustees is responsible for:**

- Ensuring the alignment of the COVID-19 Vaccination Disclosure Administrative Procedure with the Healthy Schools and Workplaces Directional Policy

#### **The Director of Education is responsible for:**

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure

#### **Superintendents of Schools and System Portfolios are responsible for:**

- Ensuring principals are consistent with the application of this Administrative Procedure.
- Ensuring that all employees for whom they have supervisory responsibility are aware of the requirements under this Administrative Procedure.

**Principals and Vice-Principals are responsible for:**

- Ensuring that all staff are aware of the requirements under this Administrative Procedure.

**Employees are responsible for:**

- Complying with the requirement of completing the vaccine attestation and submitting the proof of vaccination.
- Participating in the rapid antigen testing process if staff are not fully vaccinated.
- Participating in the educational session approved by the PVNCCDSB if staff are not fully vaccinated.

**Other Individuals are responsible for:**

- Providing proof of vaccination to his/her organization / employer.

**Parents and Visitors are responsible for:**

- Complying with the requirement of completing the vaccine attestation and submitting the proof of vaccination for the purpose of volunteering.

**Progress Indicators:**

- Completed vaccination attestations for all Individuals with proof of vaccination.
- Participation in the rapid antigen testing and educational session by all Individuals who are not fully vaccinated.

**Definitions:**

- “fully vaccinated against COVID-19” - means having received all of the doses required for a COVID-19 vaccine(s) approved by the World Health Organization (e.g., two doses of a two-dose vaccine, or one dose of a single-dose vaccine); and having received the final vaccine dose at least 14 days ago.
- “Partially vaccinated against COVID-19” - means having received only the first does of a two-dose vaccine, or having received all of the doses required less than 14 days ago for a COVID-19 vaccine(s) approved by the World Health Organization.

**References:**

- [O. Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step](#) under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#).

**Attachments:**

- Appendix A - Instructions issued by the Office of the Chief Medical Officer of Health – September 7, 2021