

# Policy on COVID-19 Vaccinations

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## 1. Objective

The Royal College is committed to providing and maintaining a safe, healthy and productive work environment for all its employees in accordance with the applicable occupational health and safety legislation, including taking every precaution reasonable in the circumstances to protect the health and safety of our employees.

The purpose of this Policy is to:

- Safeguard the health and promote a safe working environment for all our employees and their families; our clients and visitors; our contractors and volunteers; and the community at large from COVID-19
- Limit the risk of COVID-19 transmission in the workplace and the community at large.
- Provide direction regarding accommodation to employees who are unable to receive the COVID-19 vaccine for medical or religious reasons, or on the basis of any other protected ground under the human rights legislation.

## 2. Scope

This policy applies to all persons performing work for the Royal College of Physicians and Surgeons of Canada, Royal College Canada International, and Royal College Foundation (collectively referred as the "Royal College"), as well as any member of the public, entering the Royal College premises for Royal College-related activities (including an employee, contractor, Member, volunteer or visitor).

## 3. Definitions & Acronyms

This section defines the key terms used in the policy.

Fully Vaccinated	A person is considered Fully Vaccinated if they meet the definition of Fully Vaccinated approved by the Ontario Ministry of Health, plus 14 days from receiving their last dose <sup>1</sup> .
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<sup>1</sup> [https://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/vaccine/COVID-19\\_fully\\_vaccinated\\_status\\_ontario.pdf](https://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/vaccine/COVID-19_fully_vaccinated_status_ontario.pdf)

Premises In this Policy, the premises means the buildings of the Royal College located at 774 and 780 Echo Drive.

PSOD People Services and Organizational Development.

## 4. Policy

### 4.1 Vaccination Requirement

In order to maintain a healthy and safe workplace, all persons entering the Royal College premises must provide the organization with evidence, acceptable to the Royal College, that they are Fully Vaccinated.

Acceptable evidence of vaccination will include a physical or digital vaccination receipt or passport issued by a province or territory, presented with government issued photo ID, on request. Vaccination status will be confirmed at reception, or as set out in the procedures.

### 4.2 Accommodation

To enter the premises, any person that does not show proof of being Fully Vaccinated must show:

- (a) Medical documentation signed by a physician or nurse practitioner confirming their inability to be vaccinated for medical reasons, a government-issued vaccine passport confirming medical exemption from vaccination, or confirmation of an approved accommodation from the Royal College;
- (b) Proof of a negative COVID-19 test, administered within three days of entering the premises; and
- (c) Government issued photo ID, on request.

This information will be reviewed at reception, or as set out in the procedures.

The Royal College will accommodate anyone who is unvaccinated for medical or other reasons protected under applicable human rights legislation up to the point of undue hardship.

To request an accommodation, any person who is unable to receive the COVID-19 vaccination for medical or other reasons protected under applicable human rights legislation may request accommodation as set out in the procedures.

Approved accommodations will not exempt anyone from showing proof of a negative COVID-19 test to enter the building, as required by section 4.2(b).

### 4.3 Compliance

All persons entering the premises must continue to comply with the Royal College's Infection Prevention Control Plan and COVID-19 Safety Plan, applicable public health directives, and all Royal College hygiene and sanitizing protocols.

#### 4.4 Use of Leave

Employees may use any available My Way Leave or Pandemic Leave for any time off required to receive the COVID-19 Vaccine. Employees who have no leave time available should speak to their manager or PSOD.

#### 4.5 Not Medical Advice

The COVID-19 vaccine is a medical procedure. This Policy does not contain medical advice.

#### 4.6 Retention of Vaccination Records

Evidence of COVID-19 vaccination is collected by the Royal College to ensure all individuals in the workplace are vaccinated and to help prevent the transmission of COVID-19 in our workplace.

Anyone required to provide evidence of vaccination, medical documentation, or a negative COVID-19 test result under this policy will be required to show it and the Royal College will record having viewed it, but a copy of the evidence will not be retained. If proof of vaccination/test results is submitted electronically, it will be deleted following recording of the information. Anyone requesting accommodation under this policy will be required, upon request, to disclose documentation confirming their inability to receive the vaccine. Only those individuals responsible for administering this policy will have access to this information.

All personal information collected under this policy will be managed in accordance with the Royal College *Privacy Policy*. It will be kept confidential, will not be shared with any third-parties (unless required by law), and will not be used for any purpose other than the administration of this Policy. This information will not form part of an individual's employee file. The information will be retained for the later of: (1) a period of one year, or (2) until such time as the information is no longer necessary. Personal information will not be disclosed, but may be shared in aggregate by the Royal College (for example, the percentage of the workplace that has been vaccinated).

#### 4.7 Amendments to this Policy

The Royal College reserves the right to make amendments to this Policy as required from time to time, and as Public Health guidance and direction on COVID-19 evolves.

#### 4.8 Non-Compliance

Failure to abide by this Policy will result in denial of entry into the premises.

For employees, it is also subject to corrective measures that may include, but is not limited to:

- Additional education and awareness, and;
- Disciplinary action, up to and including termination (in instances of flagrant disregard or non-compliance).

## 4. Roles and Responsibilities

All Royal College employees, contractors, volunteers and visitors are expected to:

- read and understand this Policy and their responsibilities under it;
- prior to any attendance at the Royal College premises, provide evidence of COVID-19 vaccination or negative COVID-19 test results;
- cooperate with any accommodation process related to safety concerns;
- follow all workplace rules relating to COVID-19, including daily screenings and mask wearing as set out in the Royal College's Infection Prevention Control Plan and COVID-19 Safety Plan;
- only access the premises if they are free from symptoms of COVID-19 (cough, fever, new loss of smell or taste, etc.)

**PSOD** is responsible for:

- Communicating this policy to employees and making it available on the Intranet.
- Establishing and communicating procedures for implementation of this policy to employees.
- Reviewing proof of COVID-19 vaccination of employees, and maintaining records in accordance with this Policy.
- Reviewing and approving employee requests for accommodation related to this Policy
- Monitoring, interpreting, and applying this Policy.
- Reviewing this Policy as necessary, and at least annually.
- Developing and communicating corresponding procedures and guidelines.

**Corporate Services** is responsible for

- Communicating this policy to contractors, volunteers and other persons.
- Establishing and communicating procedures for implementation of this policy to contractors, volunteers and other persons.
- Reviewing evidence of COVID-19 vaccination from contractors, volunteers and visitors, and maintaining records in accordance with this Policy.
- Reviewing and approving contractor, volunteer and visitor requests for accommodation related to this Policy and maintaining records in accordance with this Policy.

**Royal College Reception** is responsible for:

- Screening all individuals arriving on the premises through the main entrance before allowing admission beyond reception.

**Royal College meeting organizers** are responsible for:

- Complying with the procedures established by Corporate Services with respect to volunteers, visitors and meetings.
- Communicating this policy to volunteers and other meeting attendees.

The **Senior Management Committee (SMC)** is responsible for approving this policy.

## 5. References

- Infection Prevention Control Plan and COVID-19 Safety Plan
- Privacy Policy

## 6. Contact(s)

For information or clarification, please contact PSOD ([psod@royalcollege.ca](mailto:psod@royalcollege.ca)).

## 7. Record of Policy Review

Approved by:	SMC
Date:	October 13, 2021
Review date:	
Royal College Office:	People Services and Organizational Development
<i>Version status:</i>	