

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: April 2021 Revision Date: September 2021 Revision Date: September 13, 2021 Revision Date: September 16, 2021	Policy: COVID VACCINATION/ DISCLOSURE POLICY
	Policy Number: 2.5.8

Purpose

The purpose of this policy is to outline the guidelines, policies and procedures in regards to the COVID Vaccination and Disclosure for all employees (and any other individual this policy applies to).

Policy & Procedures

- 1.0 It is Child Care Algoma's preference to have all employees fully vaccinated against COVID-19. It is preferred that all employees are vaccinated as soon as possible based on vaccine allotment and appointment availability.

As of September 7, 2021, and at a minimum, Child Care Algoma requires all employees to provide 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 the following educational program:

Vaccination Information for Educator (21 mins):

<https://www.youtube.com/watch?v=lylv8yFnjcM>

Once the employee has viewed the education program they will complete the sign-off found in *Appendices I* of this policy that they have done so.

Employees who do not provide proof of full vaccination against COVID-19 will be required to undertake regular COVID-19 rapid antigen testing as directed in provincial guidance. The means of obtaining, administering, and reporting the tests will be communicated to staff as it is received by Child Care Algoma from the Ministry of Education. As a high risk setting, Child Care Algoma will be required to track and report on the implementation of our policies to the provincial government. Child Care Algoma will also be required to provide statistical information to the Ministry related to the vaccine status of employees. Only aggregate numbers will be submitted and no personal health information or identifiable information of employees will be provided to the Ministry.

As of September 27, 2021, if Child Care Algoma employees or any other individual this policy applies to is not fully vaccinated (including if they are still within the 14 days after their last and second dose of the COVID vaccine) they will need to complete rapid antigen testing twice weekly until they are fully vaccinated. Staff and others are considered fully vaccinated after 14 days of their second and final dose of the COVID vaccine.

The Chief Medical Officer of Health requires that our mandatory vaccine policy includes staff, volunteers, contractors, students and anyone who frequently attends the premises at which child care or instruction is provided, who may have direct contact at the premises with any individual listed above or with a child or student. Therefore, this policy will apply to all individuals that meet this criteria even if they do not work for Child Care Algoma as a direct employee.

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: April 2021
Revision Date: September 2021
Revision Date: September 13, 2021
Revision Date: September 16, 2021

Policy: **COVID VACCINATION/
DISCLOSURE POLICY**

Policy Number: 2.5.8

Individuals that are covered by the Child Care Algoma's immunization disclosure policy, but are not directly employed by Child Care Algoma must provide their sign off form, attestation and negative test results twice per week directly to Child Care Algoma, but are not required to duplicate testing if their employer also has a rapid antigen testing policy.

Once the date lapses for rapid antigen testing at local Pharmacies, training to complete rapid antigen testing for those taking the test and those supervising the tests will be completed through a video from the Chamber of Commerce found online at: <https://www.ssmcoc.com/rapid-antigen-screening-kits>. Employees will follow the visual demonstration card provided in the rapid antigen test kit. All current staff and others who are required to take rapid antigen tests will be required to view the video and sign off that they have viewed, understood and agree to the training video. They will also be required to read a copy of the COVID-19 Guidance: Considerations for Antigen Point of Care Testing found online at:

https://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/Antigen_Screening_Guidance_2021-03-5.pdf.

Employees/others must be careful to ensure each rapid antigen test is used appropriately and that no tests are wasted. Employees/others will be provided with rapid antigen test kits (to be taken at home prior to attending work), a thick plastic bag and multiple copies of the COVID-19 Rapid Antigen Test result for Child Care Algoma employees/others found in *Appendices II* of this policy by Child Care Algoma. Employees/others are to fill out a new COVID-19 Rapid Antigen Test result for Child Care Algoma employees/others every Monday and Thursday to be used as part of the rapid antigen testing process. The screening pad with the results is to be placed face up (so the results can be seen) at the bottom of the form in *Appendices II* of this policy where it states 'Place negative test result here for picture'. Employees/others are to take a picture of the whole form with all information in view in the picture and send to their Site Supervisor and Manager of HR at tbruno@childcarealgoma.ca before proceeding to work. The test result must be negative in order for the employees/others to proceed to work. The paper products leftover are general waste and may be disposed of at home. The vial with the swab inside and the used screening pad are considered hazardous waste. These hazardous waste items must not be disposed of at home. They are to be put in the thick plastic bag provided by Child Care Algoma after each test is completed (multiple used test items will fit in the one bag provided). Disposal instructions for the hazardous waste part of these tests will also be communicated.

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: April 2021

Revision Date: September 2021

Revision Date: September 13, 2021

Revision Date: September 16, 2021

Policy: **COVID VACCINATION/
DISCLOSURE POLICY**

Policy Number: 2.5.8

Frequent screening with rapid antigen tests increases the chances of early identification of cases in asymptomatic individuals only. Rapid Antigen Test Kits will be provided to each employee who is not fully vaccinated. Testing is to take place at the employee's residence prior to attending work. The required frequency of testing is twice per week per employee. It takes approximately 15-20 minutes to yield a result. If the result is negative the employee can attend work. **Child Care Algoma will require employees to show all rapid antigen test results on the mornings of Monday and Thursday each week by email.** The result must be negative for the employee to proceed to work. The employees are to email their Site Supervisor **and** Manager of HR tbruno@childcarealgoma.ca a clear picture of their negative test results before they proceed to report for work every Monday and Thursday.

If the result is positive:

1. Confirm the result

- Get tested as soon as possible (ideally within 24 hours) with a regular laboratory test or a rapid molecular test. Contact the nearest COVID-19 Assessment Centre either online <https://www.sah.on.ca/patients/covid-19-assessment-centre> or by phone at 705-759-3434 ext. 7152
- Child Care Algoma will report any preliminary positive results to Algoma Public Health, consistent with public health legislation, to support case and contact management and surveillance.
- The employee will be required to assist their Site Supervisor/Coordinator in filling out a Coronavirus Positive Rapid testing Reporting Form from Algoma Public Health to be sent to Algoma Public Health

2. Self-isolate

- Go home immediately and self-isolate at home until you receive your confirmatory test result.
- This means that you should only leave your home for critical reasons (like a medical emergency) and avoid contact with other people (including your household members).
- If your confirmatory test is positive, you will need to continue self-isolating, and Algoma Public Health unit will be in contact with you.
- If the confirmatory test is a rapid molecular test and this is negative, you will still need to undergo a confirmatory laboratory-based test to clarify if you have COVID-19 infection. Continue to self-isolate while waiting for the laboratory result.

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: April 2021 Revision Date: September 2021 Revision Date: September 13, 2021 Revision Date: September 16, 2021	Policy: COVID VACCINATION/ DISCLOSURE POLICY
	Policy Number: 2.5.8

3. Safely return to work

- If you receive a negative result from a confirmatory laboratory-based test at a designated testing centre you may be able to return to work before 10 days at the direction of Algoma Public Health.

If you do not get a confirmatory test, you should remain self-isolated until 10 days have passed since your positive antigen test result. If you do not get a confirmatory test you should inform everyone you were in close contact with in the 48 hours before your antigen positive result that they should self-isolate and get tested unless they are fully vaccinated or previously positive and asymptomatic.

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. This is due to the fact they will continue to test positive during this time but they will have already been cleared by Algoma Public Health. These individuals should immediately resume COVID-19 rapid antigen testing after the 90th day from the date of their positive COVID-19 PCR result.

Antigen Point of Care Testing (POCT) is used for screening purposes only and is **NOT to be used for symptomatic individuals** or those with known contact to a COVID-19 case.

Rapid antigen screening is only for individuals who are asymptomatic.

- o Antigen POCT cannot be used to “clear” a symptomatic person. All symptomatic persons must be excluded from work and advised to isolate.
- o Just because someone tests negative using Antigen POCT, does not mean that have not had recent exposure to COVID-19, and they may still become infectious or test positive at a later date.
- o Antigen POCT can be thought of as an additional screening tool.
- o Antigen POCT does not replace public health measures such as symptom screening, physical distancing, PPE use, and hand hygiene, etc.
- o We will not use Antigen POCT on individuals who are fully vaccinated (i.e. ≥ 14 days after receiving their second dose of a two-dose COVID-19 vaccine series or their first dose of a one-dose COVID-19 vaccine series) as the likelihood of COVID-19 is low for this group which reduces the utility of screening and could result in an increase of false positive results.

- 2.0 Booking vaccinations will be the responsibility of the employee as availability of the vaccination for Child Care staff arises. Child Care Algoma asks that when possible, staff book vaccination appointments during lunch breaks, evenings and weekends on their own time. Flexibility for lunch breaks will be provided as available. Employees are to speak with their Site Supervisor/Coordinator to organize as may be necessary. Child Care Algoma asks that staff provide a copy of their vaccination record to be placed in their permanent staff file. Once available, appointments can be booked online at: <https://www.algomapublichealth.com/disease-and-illness/infectious-diseases/novel-coronavirus/covid-19-vaccine/vaccine-clinics-in-algoma/>

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: April 2021 Revision Date: September 2021 Revision Date: September 13, 2021 Revision Date: September 16, 2021	Policy: COVID VACCINATION/ DISCLOSURE POLICY
	Policy Number: 2.5.8

If you have questions specifically related to the vaccine itself you can call *Ontario's Vaccine Information phone line*: [1-888-999-6488](tel:1-888-999-6488)

Please visit the website below to learn about the safety of COVID-19 vaccines, how they work and possible side effects.

<https://covid-19.ontario.ca/covid-19-vaccine-safety>

- 3.0 COVID-19 vaccine clinics are currently available in Sault Ste. Marie and the Algoma District. Similar to medications and other vaccines, the Pfizer-BioNTech and Moderna COVID-19 vaccines can cause side effects. Common side effects for the Pfizer BioNTech vaccine include pain at injection site, fatigue, headache, muscle pain, chills, joint pain, fever, and diarrhea. Common side effects for the Moderna vaccine include pain at injection site, fatigue, headache, myalgia, chills, nausea/vomiting, axillary swelling and tenderness (enlarged lymph nodes). Some of these side effects are also symptoms that are compatible with COVID-19. Possible side effects of other vaccinations can be found on the following website: <https://covid-19.ontario.ca/covid-19-vaccine-safety>

There are a select number of **mild non-respiratory symptoms** compatible with COVID-19 that are also side effects of receiving the COVID-19 vaccine. If an employee, or household member of a child or employee experiences **headache, fatigue, muscle aches or joint pain** (must be mild in nature) within **48 hours after vaccination**, the employee and child can continue to attend the child care centre.

However, if the headache, fatigue, muscle aches or joint pain is **severe in nature, lasts longer than 48 hours after vaccination or the vaccine recipient experiences any other COVID-19 symptom** after vaccination, the employee and/or child must be excluded from the child care centre. The symptomatic employee is only able to return to the child care centre if:

- a. They consult with a medical professional and receive an alternative diagnosis, or
- b. They seek COVID-19 testing and receive a negative test result, or
- c. They stay home and isolate for 10 days following their symptom onset

A child who lives with a symptomatic vaccine recipient shall only return to the child care centre when their symptomatic household member:

- a. Receives a negative COVID-19 test result or an alternative diagnosis from a health care provider, or
- b. If the symptomatic vaccine recipient chooses to do neither of the above noted options, the child must remain home for 14 days after their last contact with the symptomatic household member

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: April 2021 Revision Date: September 2021 Revision Date: September 13, 2021 Revision Date: September 16, 2021	Policy: COVID VACCINATION/ DISCLOSURE POLICY
	Policy Number: 2.5.8

- 4.0 As per Ministry of education and Ministry of Health direction employees and essential visitors will need to continue to wear masks and eye protection after being vaccinated for COVID-19. It is very important to remember that individuals need to continue to follow public health advice even after they receive their COVID-19 vaccine. At this time, there is no information on the long-term protection with the vaccine. There is a small chance that individuals may still contract COVID-19 after being vaccinated. It is still important for everyone to continue with public health measures such as wearing a mask, physical distancing, washing hands often, and staying home when sick until vaccines are more widely available and we can be sure that the vaccine prevents the spread of most COVID-19 infections. Child care staff and essential visitors must continue to wear personal protective equipment (PPE) even after they have been vaccinated.

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: April 2021
Revision Date: September 2021
Revision Date: September 13, 2021
Revision Date: September 16, 2021

Policy: **COVID VACCINATION/
DISCLOSURE POLICY**

Policy Number: 2.5.8

APPENDICES II



**COVID Vaccination Educational Video and
Rapid Antigen Self-Test Training Video Attestation**

As per Child Care Algoma’s COVID Vaccination/Disclosure Policy 2.5.8 all staff who are not fully vaccinated and have not provided a formal/official documented medical reason for not being vaccinated against COVID-19 are required to participate in viewing an educational video related to COVID-19 Vaccination. These staff must also view the training video to learn how to self-administer the rapid antigen test.

I, _____, acknowledge that I have viewed and understand
(please print full name)

both videos below and I agree to follow through with the information in the Training video for self-administering the rapid antigen test:

1st VIDEO

Vaccination Information for Educator (21 mins):

<https://www.youtube.com/watch?v=lylv8yFnjcM>

2nd VIDEO

Training Video for Self Screening Kits (6 mins):

<https://www.ssmcoc.com/rapid-antigen-screening-kits>

(Signature)

(Date)

(Witness Signature)

(Date)

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: April 2021
Revision Date: September 2021
Revision Date: September 13, 2021
Revision Date: September 16, 2021

Policy: **COVID VACCINATION/
DISCLOSURE POLICY**

Policy Number: 2.5.8

APPENDICES II



COVID-19 Rapid Antigen Test Result
For Child Care Algoma Employees/Others

Staff Information

Employee Name: _____

Employee Phone Number: _____

Test Start Date and Time

Date:

Time:

Result Date and Time (should be 15 mins after start time)

Date:

Time:

Test Result (circle one):

Negative

Please proceed to work

Positive

Please get tested for COVID-19 as soon as possible at the nearest assessment centre <https://www.sah.on.ca/patients/covid-19-assessment-centre> or 705-759-3434 ext. 7152

*please email results to your Site Supervisor and Manager of HR tbruno@childcarealgoma.ca every Monday and Thursday before proceeding to work

Place negative test result here for picture: