

OTTAWA FOOD BANK COVID-19 VOLUNTEER VACCINATION POLICY

1. POLICY STATEMENT

The Ottawa Food Bank (the “**OFB**”) is committed to the health and safety of its volunteers. The OFB recognizes the grave risks caused by COVID-19 and has adopted the following COVID-19 Vaccination Policy (the “**Policy**”) for all of its volunteers. This Policy has been developed and implemented in accordance with provincial legislation, government directives, and the advice of local public health authorities.

The objective of this Policy is to reduce the transmission of COVID-19 to protect the health and safety of all OFB employees, volunteers, and clients. To that end, and in accordance with provincial directives, all OFB volunteers must disclose their COVID-19 vaccination status and all on-site OFB volunteers must be fully vaccinated against COVID-19 as set out in this Policy.

This Policy will be interpreted and applied in a manner consistent with the Ontario *Employment Standards Act, 2000* (the “**ESA**”), Ontario *Human Rights Code* (the “**Human Rights Code**”), the Ontario *Occupational Health and Safety Act* (the “**OHSA**”), and any other applicable legislation.

This Policy comes into effect as of **November 15, 2021**.

2. PREAMBLE

COVID-19 is defined as the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2). As COVID-19 has spread, mutations have occurred in the virus’s genetic code, resulting in several new variants of COVID-19. In this Policy, COVID-19 refers to both the initial COVID-19 virus and all of its mutations/variants.

COVID-19’s incubation period is usually five to seven days but can range from one to fourteen days. Individuals may spread COVID-19 within fourteen days of contracting the virus and may develop symptoms any time within those fourteen days. Although some people may not develop symptoms (i.e., are asymptomatic), they may still spread the virus. Common symptoms of COVID-19 include the sudden onset of a high fever, chills, sore throat, fatigue, and a dry cough. These symptoms may be accompanied by other symptoms such as body aches, loss of taste and smell, and diarrhea. More serious symptoms include difficulty breathing or shortness of breath, chest pain, and loss of speech or movement. In some cases, COVID-19 can be fatal.

Although the OFB has already implemented multiple precautionary measures in response to the ongoing COVID-19 pandemic, scientific evidence confirms that one of the most effective ways to reduce the risk and spread of COVID-19 is through vaccination. Canadian public health authorities have stated that vaccines are safe, have few side effects, and have a high rate of effectiveness.

For more information on COVID-19 and vaccination, the OFB strongly encourages volunteers to review the list of resources at the end of this Policy.

3. DEFINITIONS

COVID-19 Vaccine means only the intramuscular COVID-19 vaccines that are recommended and approved by Health Canada.

Fully vaccinated means having received the full series of a COVID-19 Vaccine or combination of COVID-19 Vaccines, including any booster shots recommended, approved, and/or required from time-to-time (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 fourteen days ago.

4. SCOPE

This Policy applies to all volunteers of the OFB regardless of their role or position.

5. POLICY

In accordance with the *OHSA*, the OFB will take all reasonable precautions to protect its volunteers from the transmission of COVID-19. This Policy is intended to promote and support the safest possible working environment and requires the cooperation of all volunteers. Public health officials have directed employers to implement COVID-19 vaccination policies. In accordance with provincial legislation and government directives, the OFB has implemented this Policy, as set out below.

i. Proof of Vaccination

- a) On or before November 15, 2021, all volunteers of the OFB must provide:
 1. Proof of COVID-19 vaccine administration as per the following requirements:
 - a. if the volunteer has received the first dose of a two-dose COVID-19 Vaccine series, proof that the first dose was administered and, as soon as reasonably possible, proof of the administration of the second dose; or
 - b. proof of all required doses of a COVID-19 Vaccine as recommended by Ottawa Public Health (i.e., proof that the employee is fully vaccinated as defined by the Ottawa Public Health).
 2. Written proof of a medical reason, provided by a physician or registered nurse practitioner that sets out:
 - i. a documented medical reason that the volunteer cannot be vaccinated against COVID-19; and
 - ii. the effective time-period for the medical reason (i.e., permanent or time-limited); or
 3. Written proof of a reason that the volunteer cannot be vaccinated for religious or other reasons related to a protected ground under the *Human Rights Code*. The OFB reserves the right to determine the nature of the proof required, depending on the nature of the exemption claimed.

- b) Written proof that a volunteer is fully vaccinated must be provided to the Ottawa Food Bank in the form of the electronic or paper vaccination receipt provided to the volunteer at the time of vaccination showing whether the dose was their first or second dose, as well as the date of vaccination. A volunteer who has not provided proof satisfactory to the OFB that they are fully vaccinated is considered to be “not fully vaccinated” for the purposes of this Policy.
- c) Any volunteer who is not fully vaccinated by November 15, 2021 will not be permitted to volunteer on-site for the OFB nor be permitted to enter the OFB’s workplace for any reason whatsoever.
- d) Volunteers who make false attestations or provide false documents related to vaccination status will not be permitted to continue volunteering with the OFB.

ii. Accommodation

- a) The OFB will assess any request for accommodation related to this Policy in accordance with its obligations pursuant to the *Human Rights Code*. The OFB reserves the right to request such information as it deems necessary for such purposes. Accommodation requests will be assessed on a case-by-case basis. Volunteers requesting accommodation in relation to this Policy must cooperate and participate in the OFB’s efforts to accommodate, including by accepting reasonable accommodation.
- b) Any information or documentation provided in the course of the accommodation process will be held in the strictest confidence, to be shared only on a “need to know” basis to facilitate the accommodation process.

iii. Privacy and Confidentiality

- a) The purpose of the collection of personal information under this Policy is to ensure the health and safety of OFB employees, volunteers, and clients. The personal information collected will allow the OFB to determine what Outbreak Precautionary Measures must be implemented in order to protect employees and volunteers in the event of an outbreak, to conduct contact tracing, and to provide appropriate accommodation measures to those that require them. The OFB is authorized to collect such personal information to ensure the health and safety of the workplace, and to allow safe activities to take place on its premises.
- b) All documentation and personal information that the OFB collects pursuant to this Policy will be kept in the strictest confidence in a protected file and will be used solely for the purposes for which they are collected and will not be disclosed to any third party unless express consent has been provided by the individual or as required by law.

iv. Protective Measures

- a) Based on currently available scientific information, it is possible that those who have received a COVID-19 Vaccine may still carry the virus and infect others. For this reason,

to ensure the protection of all employees and volunteers from exposure and transmission of COVID-19, all volunteers must at all times continue to adhere to the infection prevention and control measures put in place in response to the COVID-19 pandemic, which include, but are not limited to, the following:

1. Enhanced hand hygiene, including washing one's hands with soap and water for at least 20 seconds (or using alcohol-based hand sanitizer if soap and water are not available) often throughout the day while at work;
2. Avoiding touching one's eyes, nose or mouth while at work, unless one has just washed one's hands;
3. Maintaining a distance of at least two metres from others while at work, even when a face mask is worn;
4. Wearing a face mask in any area where one might encounter another individual while at work (unless they are unable to do so for a reason protected by the *Human Rights Code*, in which case accommodation must be requested in accordance with this Policy);
5. Completing a COVID-19 self-screening daily prior to commencing work in the workplace;
6. Self-monitoring, and reporting exposures to, symptoms of, or a positive test result for COVID-19 to one's supervisor/manager; and
7. Following all relevant public health guidance relating to quarantining/self-isolation and staying home when sick.

6. OUTBREAK MANAGEMENT

- a) The OFB will collect and store contact tracing information, where appropriate, and will do so in accordance with Ottawa Public Health Guidelines.
- b) For the purposes of this Policy, an outbreak is defined as two (2) or more confirmed cases of COVID-19 among employees and/or volunteers within a 14-day period, or when the Ottawa Public Health Unit advises the OFB that one or more employees or volunteers has been exposed to a confirmed case of COVID-19. An outbreak lasts until it is declared over by the OFB, in consultation with Ottawa Public Health.
- c) When an outbreak is declared, the OFB will determine which Outbreak Precautionary Measures are appropriate in the circumstances. Management is responsible for overseeing the implementation of Outbreak Precautionary Measures to prevent the spread

of infections within the workplace, based on the most recent information provided by Public Health Ontario and Ottawa Public Health.

- d) All volunteers will be subject to Outbreak Precautionary Measures as outlined by Ottawa Public Health and are required to comply with them.
- e) Upon receipt of Ottawa Public Health's decision confirming the end of the outbreak, volunteers will be informed of the end of the outbreak by their managers, as well as of the end of any applicable Outbreak Precautionary Measures. Generally, when no new cases of COVID-19 have been reported among employees and/or volunteers for a period of 14 days, the outbreak will be deemed resolved.

7. REVIEW AND MODIFICATION OF POLICY

- a) Given the rapid pace of changes in science and regulations related to COVID-19, the OFB will review this Policy on a regular basis and reserves the right to modify its contents at any time, based on current available public health information and recommendations, any further legislative amendments, and operational requirements.

8. RELATED POLICIES

- a) The OFB and all volunteers shall continue to comply with all existing COVID-19 infection prevention measures in place, as set out in Pandemic Health and Safety Protocol. This Policy shall be read in conjunction with Pandemic Health and Safety Protocol.

9. RESOURCES

i. COVID-19

- Government of Canada – <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- Public Health Ontario – <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>
- World Health Organization – https://www.who.int/health-topics/coronavirus#tab=tab_1
- Centers for Disease Control and Prevention – <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html>
- Government of Ontario -https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/vaccination_policy_in_health_settings.pdf

ii. Immunization

- Government of Canada's *Canadian Immunization Guide* – <https://www.canada.ca/en/public-health/services/canadian-immunization-guide.html>
- Government of Canada's *National Advisory Committee on Immunization (Statements & Publications)* – <https://www.canada.ca/en/public-health/services/immunization/national-advisory-committee-on-immunization-naci.html>

- Government of Canada's *Vaccine Safety in Canada* – <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/healthy-living/immunization-vaccine/vaccine-safety-poster-eng.pdf>
- Government of Canada's *Approved COVID-19 Vaccines* – <https://www.canada.ca/en/health-canada/services/drugs-health-products/covid19-industry/drugs-vaccines-treatments/vaccines.html>
- COVID-19 Vaccines for Ontario – <https://covid-19.ontario.ca/covid-19-vaccines-ontario>
- Ottawa Public Health's *COVID-19 Vaccination in Ottawa* – <https://www.ottawapublichealth.ca/en/public-health-topics/covid-19-vaccine.aspx>