

<p>Pandemic Child Care Immunization Disclosure</p>	<p style="text-align: center;"><b><u>CHILDREN'S SERVICES</u></b></p> <p style="text-align: center;">Policy No. 7.10</p>	<p style="text-align: right;">Page: 1 of 4</p> <p style="text-align: right;">Effective: October 2021</p>
--	---	--

**INTENT:**

1. To comply with the Ministry of Education and the Office of the Chief Medical Officer of Health.
2. To recognize the importance of the immunization of individuals who regularly interact and provide services to young children.
3. To follow the guidance and recommendations of the North Bay Parry Sound District Health Unit, Office of the Chief Medical Officer of Health, Ministry of Education, and the Ministry of Health.
4. To comply with the PSDSSAB Human Resources Policy #3.13.

**POLICY:**

1. All Children's Services staff, placement students, and volunteers, that regularly or occasionally work at a PSDSSAB Directly Operated Child Care Program (inclusive of ELCCC's, HCCP, ISS, School Age Program, and EarlyON) must provide the PSDSSAB Human Resources Department, as outlined in the Human Resources Policy #3.13, with **one** of the following:

- a) Receipt provided by the Ministry of Health verifying the individual is fully vaccinated against COVID-19, **OR**
- b) Written proof of a medical exemption, provided by a physician or nurse practitioner, that sets out a documented medical reason for not being fully vaccinated against COVID-19, and the effective time-period for the medical reason (if applicable), **OR**
- c) Proof of completion of the COVID-19 vaccine education session as prescribed by the Ministry of Education (e.g., printed Certificate of Completion, or signed attestation).

2. All Children's Services staff, placement students, and volunteers, who are not fully vaccinated, will be required to complete COVID-19 rapid antigen testing three times a week (e.g., Sunday, Tuesday, and Thursday) and provide written verification of the negative test result to the HR Department. It is the responsibility of each individual to ensure they are compliant with the testing and reporting requirements. Staff, placement students, and volunteers are required to complete the testing on their own time, at their own expense. (See PSDSSAB Human Resources Policy #3.13)

3. The HR Department will confirm an individual's COVID-19 rapid antigen test result at their discretion.

4. Individuals who are not regularly present at a child care premise and are unable to provide a receipt verifying they are fully vaccinated against COVID-19 (e.g., Seeds of Empathy family), and where frequent testing may not be possible or reasonable, must submit to a COVID-19 rapid antigen test prior to interacting with the children.

5. Individuals who receive a POSITIVE COVID-19 rapid antigen test result must not attend the child care premises, notify the program supervisor, or designate, and submit to a laboratory-based PRC test to confirm the results as soon as possible (ideally within 48 hours) and begin to self-isolate as instructed by the NBPSDHU.

<p>Pandemic Child Care Immunization Disclosure</p>	<p style="text-align: center;"><b><u>CHILDREN'S SERVICES</u></b></p> <p style="text-align: center;">Policy No. 7.10</p>	<p style="text-align: right;">Page: 2 of 4</p> <p style="text-align: right;">Effective: October 2021</p>
--	---	--

6. Records of immunization status and testing results will be supplied to the program supervisors by the HR Department and will be maintained in a secured confidential on-site location at the child care office. Aggregate statistical information will be made available to representatives of the Ministry of Education and/or Ministry of Health when requested.

7. Any staff, placement student, or volunteer that fail to comply with this policy cannot attend a child care premise and will be subject to disciplinary actions as outlined in PSDSSAB Human Resources Policy #3.13.

8. The Program Manager will update and revise this policy as the Ministry of Education, NBPSDHU, and/or Office of the Chief Medical Officer advises.

9. Program supervisors will make this policy available to current and prospective families. This policy will be posted on the PSDSSAB website as well as listed in the Directly Operated Child Care Family Guide.

10. All other individuals (e.g., non-PSDSSAB employees and occasional visitors) must provide proof of vaccination **OR** a recent negative rapid antigen test result to the program supervisor before entering a child care program and before the individual has any contact with children.

**PROCEDURES:**

**Proof of Vaccination**

1. For individuals vaccinated in Ontario, the only acceptable proof of vaccination is the receipt provided by the Ministry of Health.

2. To obtain a receipt of vaccination, log in to the provincial portal (<https://covid19.ontariohealth.ca>) and download the receipt, individuals will need the following:

- A green photo health card number from both the card front and back
  - Date of birth
  - Postal code
- i. Scroll to the bottom of the page and acknowledge the terms of use.
  - ii. Enter the requested personal information and press 'continue'.
  - iii. Select 'continue' under the header: "Vaccination Receipts", and
  - iv. Click 'download the receipt' for the desired vaccination date.

3. If you are having difficulty downloading a receipt online, call the Provincial Vaccine Booking Line at 1-833-943-3900 and request a copy be emailed.

**Proof of Medical Exemption**

1. Where the medical exemption is time-limited, the note from the physician/nurse practitioner must state how long the exemption is expected to last.

<p>Pandemic Child Care Immunization Disclosure</p>	<p><b><u>CHILDREN'S SERVICES</u></b></p> <p>Policy No. 7.10</p>	<p>Page: 3 of 4</p> <p>Effective: October 2021</p>
--	---	--

2. Where the medical exemption is permanent, the note from the physician/nurse practitioner must specify a permanent exemption.
3. Where the exemption is time-limited, the Human Resources Department will follow up on the date of expiry to ensure the individual provides proof of vaccination or proof of completed educational session and will let the program supervisors know that all documents have been received.

**Proof of Educational Session**

1. The PSDSSAB Human Resources Department will approve the educational session made available by the Ministry of Education as the only acceptable education program for the purpose of this policy.
2. Staff, placement students, and volunteers who do not intend to be vaccinated are required to complete the education session and provide the Human Resources Department with written evidence of completion in the form of a printable Certificate of Completion or a signed attestation.
3. Any individuals that require assistance in accessing the on-line educational session will contact the Human Resources Department.

**Rapid Antigen Testing**

1. All individuals required to complete the COVID-19 rapid antigen test must do so on their own time and expense. No compensation will be provided by the child care program or the PSDSSAB under direction of the Ministry of Education.
2. Each individual will be given instructions to access testing kits and are responsible for completing the tests twice weekly as stated in the above policy.
3. All staff, placement students, and volunteers must provide official “negative” test results to the Human Resources Department prior to arrival to a child care program and before the individual has any contact with children.
4. If the test result comes back “Positive”, the individual will contact the program supervisor and let them know of the result. The individual will then:
  - i. Self-isolate
  - ii. Contact the local public health unit and follow their directions
  - iii. Obtain a laboratory-based PCR test at a testing centre to confirm the results as soon as possible (within 48 hours)
  - iv. Notify the program supervisor of the testing outcome and continue to follow the instructions of the local health unit.
  - v. DO NOT ATTEND THE CHILD CARE PROGRAM UNTIL THE TEST RESULTS RETURN AS NEGATIVE OR AS DIRECTED BY THE LOCAL HEALTH UNIT

<p>Pandemic Child Care Immunization Disclosure</p>	<p><b><u>CHILDREN'S SERVICES</u></b></p> <p>Policy No. 7.10</p>	<p>Page: 4 of 4</p> <p>Effective: October 2021</p>
--	---	--

### **Record Keeping**

1. Program supervisors are required to maintain records in a secured location make available only to Ministry of Education Program Advisors and Inspectors when requested.
2. All testing information, immunization status, and other personal health information collected by the program supervisor will remain confidential in accordance with all applicable privacy legislation.

### **Statistical Reporting**

1. Program supervisors will collect and maintain the following information effective September 7, 2021:
  - i. The total number of **individuals** in each program subject to this policy (including Special Needs Resourcing staff and EarlyON staff supporting the program, volunteers, placement students, and others).
  - ii. The number of **individuals** that provided proof of vaccination.
  - iii. The number of **individuals** that provided a documented medical exemption.
  - iv. The number of **individuals** that completed an educational session.
2. Program supervisors will disclose the following to the Ministry of Education as provided by the Human Resources Department:
  - i. The total number of **staff** in each program subject to this policy.
  - ii. The number of **staff** that provided proof of vaccination.
  - iii. The number of **staff** that provided a documented medical exemption.
  - iv. The number of **staff** that completed an educational session.
  - v. The number of **staff** who do not fit in to the above categories (e.g., partially vaccinated, have not yet submitted documentation).
3. Program supervisors will not provide any identifying information to the Ministry of Education. Information will only be shared in aggregate form.
4. Statistical information will be completed by the program supervisor using the online form supplied by the Ministry of Education.
5. The Ministry of Education is collecting this statistical data under the authority of s.77 of Ontario Regulation 137/15 under the CCEY,A 2014, and in accordance with section 70 of the CCEY,A.