

	POLICY	
	POL- 2.03.04 COVID 19 Vaccination Policy - Volunteers	
	Ref. Bylaw –	
	Original Date	Last Revision Date
	February 7, 2022	

Policy

Vaccination Policy

CCGA C&A requires that all of its volunteers (such term includes members), shall disclose their vaccination status "or proof of vaccination" and be fully vaccinated by March 1, 2022 ("attestation deadline"). It is expected that they provide an attestation or proof of vaccination providing truthful information for the implementation of this policy. Failure to do so may result in disciplinary action including suspension of membership, and being suspended from all volunteer duties.

Any volunteer who is partially vaccinated shall be required to be fully vaccinated, and the same disclosed to CCGA C&A Head Office, within 10 weeks of their first dose of a COVID-19 vaccine or the attestation deadline, whichever comes first.

Any volunteer who is not fully vaccinated by the attestation deadline shall be suspended pending compliance with the within policy of being fully vaccinated, which suspension if over 6 months, or the applicable time of inactivity in accordance with their membership, whichever comes first, may result in the revocation of their membership with CCGA C&A.

Reason for Policy

In an effort to take every precaution reasonable to protect the health and safety of its volunteers from COVID 19, CCGA C&A is implementing a mandatory vaccination policy. Vaccination is a key element in the protection of CCGA C&A's volunteers against COVID-19.

It is expected that all CCGA C&A's volunteers shall be fully vaccinated (as defined below) unless accommodated based on a certified medical contraindication, religion or another prohibited ground for discrimination as defined under the *Canadian Human Rights Act*.

All personal health information obtained to carry out this policy shall be collected, retained, used, disclosed and disposed of in accordance with the provisions of the *Privacy Act* and other applicable legislation.

Procedure

“Fully vaccinated” is defined as follows:

Individuals who are vaccinated in Canada are considered fully vaccinated 14 days after they have, received both doses of a Health Canada authorized vaccine that requires 2 doses to complete the vaccination series as of March 1, 2022 or who has received one dose of a Health Canada authorized vaccine that requires only 1 dose to complete the vaccination series.

Individuals who are vaccinated outside Canada are considered fully vaccinated 14 days after they have either received 1 additional dose of an mRNA vaccine at least 28 days after a complete or incomplete course/series of a non-Health Canada authorized vaccine, or met the definition for fully vaccinated in the jurisdiction in which they currently reside, or received 3 doses of any COVID-19 vaccine regardless of if they are Health Canada authorized vaccines or non-Health Canada authorized vaccines.

The definition associated with this term used throughout the policy may be adjusted in accordance with any future recommendations of the National Advisory Committee on Immunization (NACI), if any.

Accommodation Request

In the event a volunteer requires accommodation based on a certified medical contraindication, religion or another prohibited ground for discrimination as defined under the *Canadian Human Rights Act* it is expected that they are to make the request to CCGA C&A Head Office at the earliest opportunity or by the attestation deadline if possible.

Any request for accommodation shall be considered only upon receipt of complete and accurate information to identify appropriate accommodation, including information on relevant limitations, restrictions, and if they are partially vaccinated. It is expected that the requesting party for accommodation will cooperate and collaborate in good faith with CCGA C&A’s representatives to identify one or more means to accommodate such needs, which will include mandatory testing, and reporting the results as per Health Canada’s testing protocol. It is also expected that the requesting party notifies CCGA C&A if their accommodation needs change.

Application

This policy applies to all volunteers with CCGA C&A. This policy shall not apply to members of the public receiving services through CCGA C&A however at all times the volunteers of CCGA C&A will be provided with the required personal protective equipment and sanitization tools to ensure the workplace remains safe for them.

Units will ensure all members meet the attestation requirements as per this policy. Information on members not in compliance with the Covid Vaccination Policy will be forwarded immediately to the Secretary. The Secretary will notify the Member, the Unit Leader and the Office that the member is suspended immediately until they are in compliance with the Covid Vaccination Policy.

Consequences of Non-Compliance

For volunteers who are unwilling to be fully vaccinated or to disclose their vaccination status by the attestation deadline, CCGA C&A will require the following:

- Within two (2) weeks of the attestation deadline, they attend an online training session on COVID 19 from Public Health Ontario
- At two (2) weeks after the attestation deadline, they will have restricted access to the workplace, off-site visits, travel and missions; and
- At two (2) weeks after the attestation deadline they will be advised not to continue volunteering.

CCGA C&A will suspend the membership of its non-compliant members.

For volunteers who are partially vaccinated CCGA C&A will do the following:

- Temporary measures may be put in place for the period of time they remain partially vaccinated
- Suspend the membership of its members if they have not received their second dose by 10 weeks after their first dose

CCGA C&A will take appropriate action to address non-compliance issues or may impose any other measures deemed appropriate to assess whether requirements of this policy and its mandatory procedures have been met.

Right to Amend

CCGA C&A has the right to amend the within policy at its discretion and will provide notice of the same to its employees, volunteers and contractors.

This policy will be reviewed at every regular Management Board meeting.