

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	HUMAN RESOURCES
<i>Management Guideline</i>	VACCINATION DISCLOSURE GUIDELINE

<i>Board Approved:</i>	<i>Reviewed: Sept. 3, 2021</i>
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PURPOSE

Superior-Greenstone District School Board is required under the *Occupational Health and Safety Act* to provide a safe working environment for our employees, our students, and members of the public. The Board and its staff have been identified as being at high-risk for COVID-19 transmission and associated variants due to the close proximity of staff to students, parents, and other staff members. For this reason, it is the Board’s position to strongly encourage all staff to become vaccinated against COVID-19, as recommended by the Ministry of Health and Ontario Chief Medical Officer to ensure all reasonable precautions are taken to protect against the spread of COVID-19 and associated variants. Vaccinations have been approved for emergency use and are considered an effective intervention in reducing the impact and spread of COVID-19 in the workplace.

The purpose of the Vaccination Guideline (the ‘Guideline’) is to provide information pertaining to the expectations and requirements of staff with respect to COVID-19 and vaccination.

SCOPE

This Guideline applies to all Board employees, contractors, and any other individuals employed or contracted to provide service in any capacity to the Board, collectively the “Staff”.

POLICY

A. Mandatory Vaccination Disclosure

Staff of the Board must provide, in writing, confirmation of their vaccination status (vaccinated/not vaccinated).

Where a vaccine has been made available either in their home community or at the workplace, and where an individual chooses not to be vaccinated, the individual will be required to disclose in writing to the Disability and Wellness Administrator (Human Resources) This information will be kept in an employee’s confidential medical information file.

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Individuals who are not fully immunized against COVID-19 will be required to undergo rapid antigen testing on a regular basis and provide the Board with proof of testing and results. Those who are not fully vaccinated will be required to complete COVID-19 rapid antigen testing at a minimum frequency prescribed by the Ministry of Education.

Individuals who are not fully immunized against COVID-19 will be required to participate in an educational program provided by the Ministry of Education. Proof of completion will be required.

B. Accommodations

Where an individual provides a medical exemption for not having received a COVID-19 vaccination, the individual may be required to provide objective documentation to support their inability to receive the COVID-19 vaccination. In some instances, the medical reason for a person not being vaccinated may be time limited (e.g., timing around a procedure or other medical treatment). The documentation from the physician/nurse practitioner must specify whether the reason is permanent or time limited. If time-limited, the documentation should indicate how long the medical reason is expected to last. The Board will review the information received and will work with the individual to develop and implement an appropriate workplace accommodation, where operationally feasible. The accommodation measures implemented may include restricting access to the workplace and/or placing the individual on an unpaid leave of absence.

C. Non-Compliance

Staff failing to follow this policy may be subject to disciplinary action up to and including termination of employment.

4. **CONFIDENTIALITY**

Information relating to an individual's proof of vaccination and/or the reason(s) for not receiving a COVID-19 vaccination will remain in their confidential Human Resources file for the purposes of ensuring the safety of the Board's employees, contractors, and local communities, in the event of a COVID-19 outbreak.

5. **CONTACT FOR INTERPRETATION**

Please contact the Disability and Wellness Administrator (Human Resources) with any questions.

REFERENCES AND RELATED DOCUMENTS

School Board Implementation Resource: Data Collection and Reporting Document
SCBI Policy Template