

**Policy# \_\_\_ Standard for COVID-19 Immunization of Oak Hill Personnel**

**Section:** \_\_\_\_\_

**Category:** \_\_\_\_\_

**Issue Date:** September 8, 2021

**Revision Date(s):**

**Review Date(s):**

**Page:** 1 of \_\_\_

**Preamble:** This standard is based on currently available evidence based information, Alberta Health (AH) policy, and provincial and national guidelines.

**Background:** There are several specific groups of adults for whom certain vaccines are recommended because of the presence of risk factors for disease. This includes individuals in specific occupations that cause them to be at greater risk of exposure and transmission of certain infections or diseases. Child and Youth Care workers (CYCW's) are one such group.(and/or) Oak Hill Personnel are one such group given the nature and environment of our work mandate.

All adults are eligible to receive immunization to protect them against tetanus, diphtheria, pertussis, measles, mumps, rubella, varicella, and annual influenza as part of the routine immunization program in Alberta. In addition to routine vaccines, other vaccines are strongly recommended for CYCW's. ([Click here](#) for a full chart of Immunizations Recommended) As of September 2021, mandatory COVID-19 immunizations for Oak Hill Ranch personnel will also aid in the protection of Alberta's vulnerable on-site.

For special circumstances such as immunizations needed for individuals who have unique needs based on personal risk factors such as a medical condition, standards specific to the situation should be referred to for recommendations regarding immunization. Please refer to your physician for further assessment and documentation to support special circumstances.

Contact with clients at Oak Hill Ranch places CYCW's at risk of exposure to vaccine preventable diseases. Maintenance of immunity through immunization is therefore an important preventative and infection control strategy which safeguards CYCW's and protects clients/all on site.

**Policy Purpose:** The purpose of this Policy/Standard is to provide principles and guidelines for the consistent assessment and immunization of Oak Hill Personnel/CYCW's. [Guidelines for Congregate Living Sites.](#)

**Applicability:** This Policy/Standard applies to the COVID-19 Vaccine recommended for all Albertans over the age of 12 and more specifically to Oak Hill Personnel. The accountability for ensuring CYCW's employed or contracted by Oak Hill Ranch are fully immunized according to the **Standard for COVID-19 Immunization of Oak Hill Personnel** falls to Oak Hill Executives and Management.

Compliance with this document is required by all Oak Hill Ranch Personnel including employees, contractors (as necessary), board members, students, volunteers, and other persons acting on behalf of Oak Hill Ranch on site.

**Compliance is required by:** \_\_\_\_\_.

**Objectives:**

1. Prevent COVID-19 transmission at Oak Hill Ranch
2. Minimize the risk of severe outcomes, including hospitalization and death due to COVID-19 and may help reduce the number of new cases.
3. Support Personnel in their understanding of Employer and Employee Roles and Responsibilities at Oak Hill Ranch.
4. Have each person who enters Oak Hill Ranch site to be either vaccinated, have reason documentation for unvaccinated, or have passed a COVID-19 rapid test, at their own expense, at the gate upon each entrance.

**Application:**

1. Oak Hill Ranch will provide all unimmunized personnel 30 calendar days counted from the effective date of this document, for existing personnel to meet applicable policy requirements set out.
2. Oak Hill Ranch will provide an extension of a reasonable duration to the 30-day allowance set out, on a case by case basis, where Oak Hill Ranch Executive Director determines that there are unforeseen or extenuating circumstances outside of the control of the individual that impede the individual from meeting the requirements set out in Policy.

**Policy:**

1. Every Oak Hill Ranch Personnel shall ensure that this policy on COVID-19 Immunization is adhered to by providing **one** of the following:
  - a. Proof of COVID-19 vaccine administration as per the following requirements:
    - i. If the individual has only received the first dose of two-dose COVID-19 vaccination series approved by Health Canada, proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose or
    - ii. If the individual has received the total required number of doses of a COVID-19 vaccine approved by Health Canada, proof of all required doses.
  - b. Written proof of a medical reason, provided by either a physician or registered nurse in the extended class, that sets out:
    - i. That the person cannot be vaccinated against COVID-19 and
    - ii. The effective time period for the medical reason
  - c. **(OPTIONAL)** Proof that the individual has completed an education program **(ShareVision)** that addresses, at a minimum, all of the following:
    - i. How COVID-19 vaccines work

- ii. Vaccine safety related to the development of the COVID-19 vaccines
  - iii. The benefits of vaccination against COVID-19
  - iv. Risks of not being vaccinated against COVID-19
  - v. Possible side effects of COVID-19
2. If the effective time period of a medical reason provided pursuant to subsection 1.0(b)(ii) has expired, within 30 days of the medical reason expiring, that the individual provides proof of vaccination in accordance with subsection 1.0(a) (optional) or proof that the individual completed an education program in accordance with subsection 1.0(c).
  3. For individuals who have received the first dose of two-dose COVID-19 vaccination series and have provided proof per subsection 1.0(a)(i), Oak Hill Ranch shall consider the person to have met the requirements of the policy until such time as they are eligible for a second dose. At that time, Oak Hill Ranch HR shall collect proof of the individual's second dose per subsection 1.0(a), or proof of a medical reason for not receiving it per subsection 1.0(b), or proof that the individual has completed an education program per subsection 2.2(c). Oak Hill Ranch HR has a process in place for following up with individuals who have not yet received a second dose.
  4. Consequences for individuals who do not provide proof per either subsection 1.0(a), (b), or (c) shall be in accordance with Oak Hill Ranch HR Policies, collective agreements and any applicable legislation, directives, and policies.

**Communication of Policy:** Oak Hill Ranch must ensure that the policy on COVID-19 immunization is communication to all personnel and that a copy of the policy -either in hardcopy or electronic format- is made available to all personnel free of charge.

Oak Hill must ensure that policy on protection of Health Information of all personnel is in place and that a copy of the policy -either in hardcopy or electronic format- is made available to all personnel free of charge.

**Recommended for Oak Hill Ranch Personnel Information Table**

Preventable Disease	Vaccine(s)	Acronym	Indication	Recommended Doses
Novel Coronavirus (es) Caused by SARS-CoV coronavirus, a new virus first recognized in December 2019.	AstraZeneca (Approved Feb. 26, 2021)  COVISHIELD  Janssen (Approved Mar. 5, 2021)  Pfizer-BioNTech (Approved Dec. 9, 2020)  Moderna (Approved Dec. 23, 2020)	COVID-19  <a href="#">COVID-19 Variants</a>	All staff who have not previously received or have proof of documentation, an adult dose of COVID-19 vaccine.	Moderna, Pfizer-BioNTech, and AstraZeneca/COVISHIELD vaccines require at least two (2) doses.  If you are at higher risk of severe disease, you may need additional doses of the COVID-19 vaccine to give you more protection.  Third Doses: The existing vaccine schedule provides excellent protection against COVID-19, including against variants. Alberta Health (AH) will continue to review the evidence on whether certain populations will be recommended to have additional doses in the future.

**\*\*[Click here](#)** for a full chart of Immunizations Recommended for Health Care Workers

#### Related Consent Forms

1. [Consent form](#) for COVID-19 Immunization.
2. [Immunization Record](#) for COVID-19
3. [Return to Work Decision Chart for Healthcare Workers](#)
4. COVID-19 [Translated Resource Page](#)

**Responsibility:** All Personnel

**Monitored by:** Management and the Executive Director

#### **Resources/Sources:**

[COVID-19 Vaccine](#)

[COVID-19 Vaccine Information Sheet](#)

[Alberta Public Health Disease Management Guidelines- COVID-19](#)

[COVID-19 Primary Care FAQ](#)

[Coronavirus FAQ](#)

[AHS Immunization Program Standards Manual](#)

[COVID-19 Vaccination Paid Leave Information](#)

[Immunization Recommendations for Health Care Workers](#)

[Immunization Competencies for Health Professionals](#)

[Canada- Vaccines and Immunizations](#)

[Mandatory Vaccine in the Workplace](#)

[COVID-19 Information for Community Physicians](#)

[HCW Immunization Records](#)

[AHS Influenza Policy](#)

[COVID-19 Immunization Policy](#)

[COVID-19 Immunization Policy](#)

[AHS Vaccine Info Sheet- COVID-19](#)

<https://www.ualberta.ca/facilities-operations/media-library/documents/vaccination-working-group-report-2021.pdf>

