

## **Wellspring Niagara COVID-19 Vaccination Policy**

### **Purpose**

Wellspring Niagara has implemented this policy to increase the protection and safety of our employees, program facilitators, volunteers, contractors, members and families by reducing the transmission of COVID-19 within the centre. Achieving high vaccination rates in Ontario's high-risk settings and vulnerable populations is part of a range of measures and actions that can help prevent and limit the spread of COVID-19 in high-risk settings. Vaccination against COVID-19 helps reduce the number of new cases and severe outcomes, including hospitalizations and death due to COVID-19.

The COVID-19 Vaccination Policy applies to ALL individuals wishing to access the Wellspring Niagara centre. Staff, volunteers and program leaders and members attending in-person programming must be fully vaccinated AND full public health safety measures will be maintained. This also applies to all individuals conducting Wellspring Niagara business in-person at the Wellspring Niagara centre, Wellspring Niagara fundraisers, or any other Wellspring Niagara event. Any individual who is unable to show proof of vaccination will not be permitted to enter the building.

### **Effective Date:**

This Policy is in effect as of **Monday, December 20, 2021**

### **Vaccination Requirement**

All individuals must be fully vaccinated against COVID-19 and provide proof of vaccination upon entering the Wellspring Niagara centre or attending a Wellspring Niagara event.

For the purpose of this Policy, "fully vaccinated" means having received the full series of a COVID-19 vaccines approved by Health Canada and having received the final dose of the COVID-19 vaccine at least 14 days prior. This policy requires that when an individual does not provide proof of being fully vaccinated against COVID-19, they will not be allowed entry into the building.

### **Exemptions**

At Wellspring Niagara, we believe in safety of all, there will be NO exemptions for any in-centre visits or programming. If a member is not vaccinated and wants to attend a program, virtual programming through **Wellspring's Well-on-the-Web** or over-the-phone support will be available. Everyone has access to free supportive care programming.

### **Compliance**

Full public health safety measures will be maintained including screening, masking, washing hands and social distancing.

### **Guests, Contractors, Suppliers and/or Vendors**

All guests, suppliers or vendors will be required to provide proof of vaccination along with Government issued Photo ID to staff or a volunteer on duty, upon arrival to Wellspring Niagara. Unvaccinated guests, suppliers or vendors will be under the same restrictions as an unvaccinated employee, program facilitator, volunteer or member and entry will not be permitted to the building.

### **Employees**

Whenever possible, employees should book vaccination appointments outside working hours, but Wellspring Niagara understands this is not always possible. Written notice indicating an intent to take this time away from work must be provided to the Executive Director or designate as soon as possible and include the vaccination appointment date and time. Employees may be asked to show proof that they

have the appointment booked. Where multiple doses of the COVID-19 vaccine are required, the employee must communicate when the next dose is scheduled as soon as they can. Wellspring Niagara will track these dates for each employee and contact the employee if proof of the second dose is not received within one week after the scheduled date.

Employees who qualify will receive paid time away from work to attend a vaccination appointment. If multiple doses are required, employees may be provided additional time away from work for a scheduled vaccination appointment.

### **Proof of Vaccination Status**

Personal proof and receipt of vaccinations can be downloaded from Ontario Health at <https://covid19.ontariohealth.ca>. Wellspring Niagara will maintain personal information private and confidential.

### **Discrimination and Harassment Policy**

In accordance with Wellspring Niagara's Harassment and Discrimination Policy, Wellspring Niagara will not tolerate any harassment of any individual on the basis of vaccination status, including on the basis that the individual continues to wear personal protective equipment or is subject to any of the other additional measures set out above.

### **Ongoing Review and Update**

This Policy is subject to review and revision in response to Public Health guidance or other measures deemed necessary for the protection of the health and safety of Wellspring Niagara individuals.

### **Acknowledgement and Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the COVID-19 Vaccination Policy of Wellspring Niagara Cancer Support Foundation. I agree to adhere to this policy and understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment or forfeit my role within the organization.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_