

Provincial Health Order – Mandatory Vaccines for Health Care Workers

Record keeping and Reporting

- CSIL employers must determine COVID-19 vaccination status for each employee and provide this information to the health authority if asked to do so.

Applicability

- Paid family members are considered CSIL employees and are required to comply with this Order.
- This order also applies to CSIL employees who are not in direct contact with the CSIL employer and perform tasks such as meal prep, grocery shopping, and transportation.
- Both clients and their representatives (unless the representatives are paid to provide care) are considered employers and are not required to be vaccinated under this Order.

Process

- CSIL employees who are not fully vaccinated can continue to work but they must have received at least one dose of COVID-19 vaccine by October 26, 2021 and get their second dose within 28 to 35 days after their first dose. Which means:
 - If they received one dose before October 12, 2021, they must receive their second dose by November 15, 2021.
 - If they received one dose between October 12 and October 25, 2021, they must receive their second dose 28 to 35 days after their first dose.
 - If they are off work after October 26, 2021 because they are not vaccinated, and they get one dose before November 15, 2021, they can return to work seven days after their first dose. However, they must get the second dose 28 to 35 days later.
 - Staff who are not fully vaccinated must comply with the preventative measures in Part D of the Order.

Staggered approach

- When a CSIL employer is not able to confirm the vaccination status of an employee, the employee is sent a letter by the CSIL employer alerting them to the situation. The letter informs the employee:
 - That their record does not show proof of COVID vaccination.
 - That there is a Public Health Order which requires proof of vaccination to work in the health care setting.

- Of the PHO orders requiring proof of vaccination to work in their setting of care.
- The dates by which vaccination doses are required.
- Who to contact if they have a pending medical exemption request.
- How to arrange a vaccination appointment and resources regarding vaccine safety and efficacy.
- The employment impacts in relation to vaccination deadlines laid out in the Order should they choose to not submit proof of vaccination, up to and including termination of employment.
- Employees that refuse to submit proof of vaccination are placed on an unpaid leave of absence for two weeks.
- These employees are informed they are subject to termination of employment should they not submit proof of vaccination in this period.
 - If employees indicate they have no intent to be vaccinated following the two-week period, they are advised that the employee will be deemed ineligible for their position.
- Over the two-week period, employers should meet with the employee and determine whether the employee intends to become vaccinated.

Termination

- If employees continue to indicate they will not be vaccinated, they are advised that their employment will be terminated at the conclusion of their two-week unpaid leave.
- Employees that remain unvaccinated at the conclusion of their two week unpaid leave are sent a termination letter by their employer. This letter outlines:
 - The requirement for vaccination.
 - The steps taken to inform the employee of the requirement.
 - The support provided to the employee to become vaccinated.
 - The employee's continued refusal to provide proof of vaccination and resulting termination.
 - Contact information for employment options with the employer should the employee choose to become fully vaccinated at a future date.
- Under this circumstance, no severance is required for terminated employees. To provide employees with every opportunity to be vaccinated, CSIL employers are encouraged to follow the sequence of events listed above.

Medical Exemption

- Any CSIL employee who wishes to request a medical exemption should refer to the [COVID-19 Vaccination Requirements- Guidelines for Request for Reconsideration \(Exemption\) Process](#) for more information.
 - Once a decision has been made by the Office of the Provincial Health Officer or the local medical health officer, if an exemption is granted the employee may be recommended to take risk reduction measures. The individual will be notified in writing of the exemption and will be provided with written instructions and direction as appropriate.
 - The employer will be informed of the outcome of the staff's exemption request directly by the Office of the Provincial Health Officer or the local medical health officer, including the required risk reduction measures.
 - If the medical exemption is granted, an unvaccinated staff member is required to wear a medical mask covering their nose and mouth when at work, except in instances when consuming food or beverage. Employees will be required to follow infection prevention and control protocols, as outlined in Part D of the Order.

Compliance

- CSIL employers must request and collect proof of vaccination from their employees and keep record of the information.
- On request by the Office of the Provincial Health Officer or their regional medical health officer, for the purpose of preventing, or responding to, exposures to, or clusters or outbreaks of, COVID-19 in a care location, CSIL employers must disclose the collected information on both an aggregate and individual level.
- Compliance with this order is mandatory. Any violations of this order are an offence under section 99(1)(k) of the *Public Health Act* and could result in a fine.