

Vaccination Policy

PURPOSE

Big Brothers Big Sisters of Eastern Newfoundland (BBBSEN) is committed to providing a safe environment for our employees, volunteers, clients and members of the public with whom we interact regularly. The purpose of the Vaccination Policy (the “Policy”) is to provide guidelines pertaining to the expectations and requirements with respect to COVID-19 and vaccination. In our day-to-day operations, we have a responsibility to protect all employees, the people we serve and the community in which we operate. It is for this reason this it is critical that BBBSEN and its staff take any and all precautions to protect against COVID-19.

SCOPE AND APPLICABILITY

This Policy will be effective starting December 17, 2021 and it applies to all BBBSEN employees, volunteers, and any other individuals employed or contracted to provide service in any capacity to BBBSEN.

MANDATORY VACCINATION

Following the recommendation of Public Health, all staff and volunteers who engage in our programs, regardless of how often, or how long they visit, are required to provide proof of vaccination against COVID-19. Vaccines include all those approved by Health Canada & Newfoundland & Labrador Public Health.

<https://www.gov.nl.ca/covid-19/vaccine/get-the-facts/>

CURRENT STAFF AND VOLUNTEER MENTORS

Staff and volunteers of BBBSEN must provide visual confirmation of their vaccination status (vaccinated/not vaccinated) by December 17, 2021. Full vaccination consists of two doses of an approved vaccine and two weeks have elapsed since the second dose.

NEW STAFF AND VOLUNTEER MENTORS

Staff and volunteers hired and enrolled beginning October 25, 2021 will be advised of this Policy when an offer of employment is made or prior to being matched as a volunteer in a mentoring program. In the event they fail to comply with the Policy requirement by December 17, 2021, and/or requested but are not approved for a Policy exemption, the job offer and/or volunteer position will be revoked.

PROCEDURES

BBBSEN will be implementing the following procedures with respect to staff and volunteers in agency programs:

1. **BE FULLY VACCINATED AND PROVIDE PROOF OF VACCINATION** or
2. **PROVIDE WRITTEN PROOF OF A VALID MEDICAL EXEMPTION TO NOT BE FULLY VACCINATED**
 - Medical exemption can be set by Newfoundland & Labrador Public Health.
 - Exemptions can be made by an appropriate health care provider, in line with guidance from the College of Physicians and Surgeons of Newfoundland & Labrador

ACCOMMODATIONS

Where an individual provides a valid exemption for having not received a COVID-19 vaccination, BBBSEN will work with the individual to develop and implement an appropriate accommodation (if available).

Accommodations may include the following:

- Virtual meetings
- Virtual programs
- Teleconferencing

NON-COMPLIANCE

If a staff member fails to provide proof of vaccination or exemption, it is assumed they are not vaccinated, and disciplinary action may include suspension.

If a volunteer fails to provide proof of vaccination or exemption, it is assumed they are not vaccinated and accommodation will be made if available.

AGENCY ACTIVITIES AND EVENTS

Proof of vaccination will be required for all activities and events as per Public Health directives.

<https://www.gov.nl.ca/covid-19/files/Special-Measures-Order-Proof-of-Vaccination-Status.pdf>

ENTRY TO FACILITY

Proof of vaccination is not required for the general public when entering the office of BBBSEN, however COVID-19 protocols will still be in place (physical distancing, hand sanitizer, masks, etc)

PRIVACY CONSIDERATION

Information relating to an individual's proof of vaccination/exemption will not be stored.

Proof will be documented by agency staff for the purpose of ensuring the safety of BBBSEN's employees, volunteers, children and community.

The information will only be used to ensure compliance with this Policy and will only be accessible to the Executive Director and agency Service Delivery staff.

MONITORING

The COVID-19 pandemic is an evolving situation. This Policy is subject to change as per Public Health guidelines and directives.