

KEMPTVILLE DISTRICT HOSPITAL POLICY	
Department: Applicable departments as per policy statement.	Policy Number: H-381
Unit: OCCUPATIONAL HEALTH & SAFETY	Date Approved: August 24, 2021
Subject: COVID-19 Immunization Policy	Revision Dates:
Approval:  VP Corporate Services	

POLICY STATEMENT

All employees, physicians, nurses, contract workers, students, post-graduate medical trainees and volunteers of Kemptville District Hospital (KDH) are strongly encouraged to receive the COVID-19 vaccine unless medically contraindicated to prevent the spread of infection.

KDH recognizes the importance of immunization related to working with vulnerable seniors and potential for exposure in the community. This COVID-19 immunization policy aims to protect the hospital's population including residents, staff, and volunteers.

DEFINITIONS

COVID-19 - an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions.

Health Care Worker (HCW) – for the purposes of this document, HCW refers to all employees, physicians, nurses, contract workers, students, post-graduate medical trainees and volunteers of KDH.

PROCEDURE: PRE-PLACEMENT AND MANAGEMENT

Step	Instruction	Comment
1	Identify pre-placement requirements with HCW.	<p>At the time of hiring or placement, Occupational Health Services (OHS) must ascertain a HCWs immune status to COVID-19.</p> <p>HCWs will be considered fully immune if they have:</p> <ul style="list-style-type: none"> • Provided proof of all required doses of a COVID-19 vaccine approved by Health Canada; and • 14 days has surpassed since the final vaccination. <p>Note: If an individual has only received the first dose of a two-dose COVID-19 vaccination series approved by Health Canada, proof that the first dose was administered should be submitted and, as soon as reasonably</p>

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		<p>possible, proof of administration of the second dose.</p> <p>HCWs who are medically contraindicated from receiving the COVID-19 vaccination must provide written proof from a physician or nurse practitioner that sets out:</p> <ul style="list-style-type: none"> • A documented medical reason for the HCW not being fully vaccinated against COVID-19; and • The effective time period for the medical reason; i.e., permanent or time-limited. If timelimited, the note should indicate how long it is expected to last.
2	Offer mandatory education as required	<p>If documentation proving vaccination or medical exemption cannot be provided, OHS must offer and have the HCW complete a mandatory educational program that addresses the following learning components:</p> <ul style="list-style-type: none"> • How COVID-19 vaccines work. • Vaccine safety related to the development of the COVID-19 vaccines. • Benefits of vaccination against COVID-19. • Risks of not being vaccinated. • Possible side effects of vaccination. <p>The HCW will provide proof of completion of mandatory education to OHS in the manner requested by OHS.</p>
3	Provide support for vaccination	<p>KDH will provide the following supports for staff subject to this policy to receive COVID-19 vaccination by offering:</p> <ul style="list-style-type: none"> • Paid and Unpaid time off in compliance with the Employment Standards Act of Ontario; • Assistance with booking vaccination appointments; and • Peer to peer support.
4	Document related information	Documentation related to COVID-19 vaccination, medical exemption and mandatory education once received will be placed in the HCWs health file where applicable.
5	Manage non-compliance	HCWs to which this policy applies who are non-compliant may be subject to performance management.
6	Duty to report	KDH is required, pursuant to the Minister's Directive: Long-Term Care Home COVID-19 Immunization Policy, to report statistical information to the Ministry of Long-Term Care. No identifying information will be provided to the ministry in relation to this policy; all statistical information will be provided in aggregate form.

PROCEDURE: CONTINUING SURVEILLANCE

Step	Instruction	Comment
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1	Monitor via Antigen Point of Care testing	<p>HCWs who do not meet the definition of fully vaccinated will be required to submit to regular antigen point of care testing for COVID -19 by:</p> <ul style="list-style-type: none"> Actively participating in testing during the course of employment at an interval determined by the hospital at a minimum of once every 7 days. <p><u>Note:</u> The interval determined by KDH is once every 72 hours.</p> <p>Examples:</p> <ul style="list-style-type: none"> If you are working DDNN – you would test on your first D shift and your last N shift. If you work Monday through Friday – you would test on Monday and again on Thursday. If you work on a Monday and then not scheduled again until Saturday you would test on both shifts (exceeding the 72 hour threshold). <p>and</p> <ul style="list-style-type: none"> Providing proof of a negative result.
2	Report statistical information related to vaccination status	<p>KDH is responsible to collecting, maintaining and disclosing statistical information to the Ministry of Health and Long-term Care regarding the number of HCWs that:</p> <ul style="list-style-type: none"> Are fully vaccinated against COVID-19; Are medically exempt from receiving vaccination; and Have completed the mandatory education. <p><u>Notes:</u></p> <ul style="list-style-type: none"> The statistical information is non-identifiable. The Ministry may seek additional detail within the requested statistical information outlined above. The Ministry of Health may further disclose this statistical information and may make it publicly available.

PROCEDURE: MANAGEMENT OF HCWs DURING A COVID-19 OUTBREAK

Step	Instruction	Comment
1	Determine HCW COVID-19 vaccination status	<p>OHS will collaborate with Infection Control for the duration of the outbreak.</p> <p>Utilizing COVID-19 vaccination information on HCWs file; the OHS will advise based on vaccination status:</p> <ul style="list-style-type: none"> Work continuation Worker restrictions <p><u>Note:</u></p> <ul style="list-style-type: none"> HCWs who refuse to provide documentation of receipt of vaccination should be managed as though unimmunized.

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2	Determine work continuation/restrictions	<p>OHS will determine continuation of work based on the following:</p> <ul style="list-style-type: none"> Immunized HCWs meeting the definition of fully vaccinated as outlined in Pre-placement and Management, Step 1, may continue to work. Unvaccinated HCWs are unable to continue to work in the outbreak unit. Reassignment needs. <p>Unimmunized HCWs will be unable to work within the outbreak unit for the duration of the outbreak as they are at a higher risk of contracting and transmitting the COVID -19 virus. KDH will reassign these HCWs during the outbreak period, if possible.</p> <p>Those who accept immunization at the time of outbreak will remain unable to work until the outbreak is declared over or they meet the definition of fully immunized - whichever comes first.</p> <p>Regardless of vaccination status - if COVID-19 is suspected and/or diagnosed, the HCW must remain off work until cleared to return to work by the OHS.</p> <p><u>Note:</u> Unvaccinated staff who are unable to work due to a declared outbreak will remain on a leave of absence, paid or unpaid as per collective agreements and hospital policy, until cleared to return.</p>
4	Monitor for efficacy	<p>OHS will continue to monitor HCWs health and vaccination status throughout the outbreak and provide guidance based on COVID-19 protocols indicated at the time.</p> <p>OHS will work together with Infection Control to declare the end of a break-out.</p>

RELATED MEDICAL DIRECTIVES

- MD-33 Administration of COVID-19 Vaccine -Pfizer-BioNTech
- MD-33 Administration of COVID-19 Vaccine -Pfizer-BioNTech
- MD-26 Anaphylactic Reaction to Immunizations

REFERENCES

Ministers Directive: Long-Term Care Home COVID-19 Immunization Policy July 23rd, 2021

Ministers Directive: Directive #6 for Public Hospitals August 17th, 2021

Long-Term Care Homes (LTCH) COVID-19 Immunization Policy Data Collection

Resource Guide - Minister of Long Term Care Home COVID-19 Immunization Policy v.5 (July 23rd, 2021)