



TCSA Policy	
TITLE	COVID-19 Vaccination for Employees
POLICY NUMBER	
PROGRAM NAME	Corporate, Education, Health & Social Services
DOMAIN NAME	Occupational Health & Safety; Infection, Prevention & Control
NEXT REVIEW DATE	22 October 2024
DATE OF APPROVAL	22 October 2021
ISSUING AUTHORITY	Tłıchǫ Community Services Agency
ACCREDITATION STANDARD	Accreditation Canada Applicable Standard: Accreditation Canada Infection Prevention and Control Standards 7.2, Accreditation Canada Leadership Standards 2.10

POLICY AND GUIDING PRINCIPLE:

The Tłıchǫ Community Services Agency (TCSA) is committed to promoting, protecting, and providing for the health and wellbeing of employees, clients, residents, and students of the Tłıchǫ region. This includes decreasing the risk of employees contracting and/or transmitting vaccine preventable diseases in TCSA workplaces, specifically COVID-19.

The TCSA COVID-19 Vaccination Policy have been developed to provide direction and information to supervisors and employees about the implementation of the Amended Government of the Northwest Territories (GNWT) COVID-19 Vaccination Policy (Policy) by the TCSA. They are also intended to provide employees with the information necessary to arrange for vaccination, if necessary, or to obtain proof of vaccination documentation ahead of the November 30, 2021 implementation date.

These Guidelines are consistent with and support the implementation of the [GNWT COVID-19 Vaccination Policy](#) and the Amended Corporate COVID-19 Vaccination Policy Guidelines.



PURPOSE/RATIONALE:

To ensure the TCSA takes practical and reasonable steps to provide a safe and healthy workplace as required by the Safety Act, OHS Regulations, and GNWT Vaccination Policy and as directed by the Office of the Chief Public Health Officer (OCPHO) of Northwest Territories.

For employees performing duties within TCSA (i.e. Long Term Care) facilities or providing services to vulnerable clients, additional COVID-19 testing may be required regardless of vaccination status.

DEFINITIONS:

Client: Patients, clients, students, residents, other individuals seeking / receiving services from the TCSA.

Contractors: All individuals engaged to provide services with or without remuneration on behalf of the GNWT.

COVID-19: Is an infectious respiratory illness caused by a Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2).

COVID-19 Vaccine: A vaccine intended to provide the acquired immunity against COVID-19, either single or multi-dose that is approved by Health Canada for use in Canada.

Deputy Head: The deputy minister of a department, the Chief Executive Officer of a public committee, board or council, or such a person as may be appointed or designated as Deputy Head.

Duty Travel: Means an employee who is authorized to travel on Government business.

Fully Vaccinated: for the purposes of this Policy, a person is considered Fully Vaccinated 14 days after receiving the final dose of a Health Canada authorized COVID-19 vaccine or an approved combination of Health Canada authorized vaccines. .

New Hire Worker(s): A worker new to the TCSA or new to a department, service, etc.

Occupational Health and Safety: Matters related to the health and safety of employees and visitors, while in GNWT workplaces.

Occupational Health and Safety Regulations: Form part of the legislation that, along with the *Safety Act*, governs workplace health and safety.



OCPHO: Office of the Chief Public Health Officer of the Northwest Territories.

Personal Protection Equipment (PPE): Clothing or equipment worn by staff for personal protection against hazard; prevent contamination of skin, mucous membranes, or clothing to minimize the risk of transmission from person to person. PPE requirements will depend on the employees' duties, level of contact with colleagues and vulnerable members of the public, and other hazard control measures in place at the worksite.

Safety Act: Is the act that governs workplace health and safety in the Northwest Territories. It requires employers to take all reasonable precautions to ensure the health and safety of its workplaces.

TCSA Employee: As defined by the Safety Act, includes any person, paid/unpaid, who provides services, works, volunteers, or trains in a TCSA setting. Includes, but is not limited to, employees, contractors and subcontract workers, teachers, support assistants, secretaries, bus drivers, administrative workers, custodians, physicians, nurse practitioners, nurses, personal support workers, midwives, social workers, counsellors, consultants, visiting specialists, locums, practicum placements, and all other TCSA staff and employees.

Vulnerable Members of the Public: Means persons who are in a position of dependence on others or are otherwise at a greater risk of contracting COVID-19 or suffering greater impacts from contracting COVID-19 than the general population. A person's age, disability, ability to be vaccinated, ability to access health care in their community of residence, or other circumstances (whether temporary or permanent), can make someone vulnerable. Children, youth, elders are considered vulnerable members of the public.

Workplace: As defined by the Safety Act, includes any location or area where work is performed on behalf of the TCSA, and includes, but is not limited to TCSA facilities, outdoor environments, private residences, public venues, fleet vehicles and personal vehicles used for work purposes.

SCOPE/APPLICABILITY:

The Policy concerns vaccination against COVID-19, or Coronavirus disease, an infectious respiratory illness caused by Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2), and the implementation of other workplace safety precautions in lieu of vaccination.



This Policy applies to all employees of the TCSA, and all persons engaged to provide services on behalf of the TCSA.

PROCEDURE:

1. All TCSA Employees are required to be Fully Vaccinated by November 30, 2021 or will be required to wear TCSA designated Personal Protective Equipment (PPE) and comply with TCSA COVID-19 testing protocols.
2. TCSA Employees must provide documentation setting out their proof of vaccination on or before November 30, 2021.
 - a. Acceptable proof of vaccination documentation must be an official record from the public health office in the jurisdiction(s) where the employee received the vaccine dose(s) and must include the following information:
 - The issuing authority of the vaccination record,
 - The Employee's full name,
 - The name/brand of the vaccine(s) received, and
 - The date(s) of vaccination.
 - b. TCSA Employees will submit their proof of vaccination using the Human Resources Information System (HRIS). Instructions for submitting proof of vaccination through HRIS is published on the [MyHR website](#)
 - c. TCSA Employees who may require assistance with submitting their proof of vaccination should speak with their supervisor so that arrangements can be made in advance of November 30, 2021
 - d. The Human Resources Branch of the Department of Finance is responsible for securing personal information submitted by TCSA Employees in accordance with the *Access to Information and Protection of Privacy Act* (ATIPPA) and for verification of Employee vaccination information.
 - TCSA Employee vaccination status information may only be accessed as necessary for implementation of the Policy.
 - In the event of any unauthorized access to an employee's vaccination status information, the Employee will be immediately advised of the breach and circumstances relating to that breach. The GNWT will follow the appropriate steps set out in the ATIPPA to review and report the privacy breach.
 - e. Upon submission of the Employee's proof of vaccination documents, the information will be verified, and the Employee's direct supervisor will be



- notified that the Employee has submitted proof of vaccination. The verified information will be:
- The issuing authority of the vaccination record
 - The Employee's full name,
 - The name/brand of the vaccine(s) received, and
 - The date(s) of vaccination.
- f. All proof of vaccination documents will be securely stored in the HRIS system.
- g. The Employee's direct supervisor may maintain a record of which employees have provided proof of vaccination for the purpose of enforcing PPE use and COVID-19 testing protocols under the Policy.
3. TCSA Employees who do not provide proof of full vaccination by November 30, 2021, will be required to wear PPE designated by TCSA in accordance with its Exposure Control Plan at all times in the workplace and to comply with COVID 19 testing protocols as directed by the TCSA until they provide proof of vaccination.
4. TCSA Employees who refuse to wear PPE or participate in testing protocols as directed by TCSA will be required to take a leave without pay until they do so.
5. TCSA Employees who have not provided proof of vaccination will be required to wear a GNWT-authorized face mask while completing their duties. These employees may also be required to wear other PPE as designated by the TCSA such as eye protection and gloves, depending on the employees' duties, level of contact with colleagues and members of the public, and other hazard control measures in place at the worksite. This arrangement will be determined on an individual basis with supervisors.
- a. Required PPE will be provided by the TCSA. Where permitted, Employees who prefer to use their own face masks may do so providing the masks are one-time use non-medical masks or masks consisting of at least three layers of cloth. Employees who choose to provide their own masks will not be reimbursed costs. Face shields, buffs, neck gaiters, scarfs, bandanas, or masks with exhaust valves are not acceptable for use under this Policy.
 - b. Providing proof of vaccination does not release Employees from use of PPE or adherence to COVID 19 testing required in their workplace including that based on Chief Public Health Officer orders, public health advisories, or protocols contained within Environment and Natural Resources' Exposure Control Plans.
6. Regular testing for COVID-19 may be required within 48 hours of attendance at a GNWT worksite for all TCSA Employees who do not provide proof of vaccination. Those Employees will be required to provide proof of a negative test result produced within the preceding 48 hours before resuming work or attending at a GNWT worksite. COVID-



19 testing of TCSA Employees who have not provided proof of vaccination will be conducted as directed.

- a. Upon confirmation of a negative COVID-19 Test result, the Employee will be allowed to report to work wearing the required PPE.
 - b. In the event of a positive COVID-19 test, the Employee will immediately begin self-isolating. The Employee will be required to follow all Office of the Chief Public Health Officer requirements in effect at the time of the positive test and may only return to work once cleared to do so by Public Health.
 - c. The schedule of TCSA Employee testing will be set with regard to the work schedule of Employees to ensure that there is an appropriate nexus of time between a negative test result and the Employee performing their duties.
6. Duty travel may require TCSA Employees to be fully vaccinated and to have submitted proof of vaccination. Use of PPE and testing for COVID-19 in lieu of vaccination may not be permitted.
- a. Where permitted, Employees who have not provided proof of vaccination shall wear TCSA designated PPE for the duration of all duty travel, except at times when they are alone in their travel accommodations or dining. This includes travel time to and from Duty Travel destinations.
 - b. TCSA Employees will be required to have their own accommodations while on Duty Travel.
7. Accommodations will be made for Employees who are both unable to be vaccinated and unable to wear mandatory PPE or undergo regular testing for verified medical reasons or based on protected grounds under the Human Rights Act.
- a. Employees seeking accommodation are subject to the Duty to Accommodate Injury and Disability Policy and the Duty to Accommodate Policy Application Guidelines.
 - b. Requests for accommodation due to a medical or human rights exemption to COVID-19 vaccination must be made to TCSA before November 30, 2021, or as soon as is practicable.
8. The Northwest Territories Health and Social Services Authority, Hay River Health and Social Services Authority and Tłı̨chǫ Community Services Agency released an Approach to Requests for Exemption from COVID-19 guideline which provides guidance to support NWT healthcare providers in a consistent and evidence-based approach to vaccine exemption requests.
- a. TCSA Employees requesting an accommodation due to a medical exemption to vaccination will be required to provide a letter to their supervisor from a



physician or nurse practitioner or other certified proof of medical exemption from a physician or nurse practitioner in order to claim medical exemption status.

EMPLOYEE and EMPLOYER RESPONSIBILITIES

Responsibilities of the Employee

- All Employees of the TCSA are expected to self-monitor for COVID-19 symptoms before coming to the worksite.
- Any Employee of the TCSA regardless of vaccination status, who develops symptoms of COVID-19 should refrain from attending at their workplace and should promptly advise their direct supervisor.
- All Employees of the TCSA are expected to follow all Office of the Chief Public Health Officer (OCPHO) and Public Health orders.
- All Employees of the TCSA are responsible for obtaining copies of their vaccination records.
- All Employees of the TCSA must provide proof of full vaccination on or before November 30, 2021.
- Employees of the TCSA who will not provide proof of vaccination by November 30, 2021, should inform their direct supervisor at the earliest possible date so that arrangements can be made for provision of PPE and institution of a testing schedule, or so that other accommodations can be made, where applicable.
- Employees of the TCSA are responsible for complying with all PPE and testing protocols as directed.

Responsibilities of the Employer

- The TCSA is responsible for providing the Policy and the TCSA Procedure to all incumbents of all positions within the TCSA.
- The TCSA is responsible for ensuring that all required PPE is provided to Employees required to wear PPE while performing their duties.
- The TCSA will provide information about COVID-19 vaccination to all TCSA Employees and ensure that unvaccinated employees who wish to receive COVID-19 vaccination are granted the opportunity to do so. Materials and information about COVID-19 vaccination can be found on the GNWT's Response to COVID-19 website.



- TCSA hiring managers will include details about the GNWT COVID-19 Vaccination Policy and the TCSA Procedures in all job postings.
- The TCSA will ensure that all TCSA workplaces follow GNWT Occupational Health and Safety (OHS) standards for COVID-19 safety within the workplace.

LEGISLATIVE AND OTHER RELATED AUTHORITY

The Policy, GNWT Corporate Guidelines, and TCSA Guidelines are issued under the authority of the Financial Management Board. The Public Service Act and Regulations, and all relevant policies, and the terms and conditions of employment continue to apply.

The Policy, GNWT Corporate Guidelines, and TCSA Guidelines are drafted and will be implemented in adherence to the Access to Information Protection of Privacy Act, the Safety Act, the Human Rights Act, and any other legislation, regulations, and policies referenced within the Policy, GNWT Corporate Guidelines, and TCSA Guidelines or applicable to the Policy.

All TCSA Employees will agree to abide by all government and department policies, collective agreements, procedures, and legislation, including but not limited to the confidentiality of clients, department information and documentation.

PERFORMANCE MEASURES:

- Employee vaccination rates.
- Other metrics as requested.

CROSS-REFERENCES:

- Department of Health and Social Services, Coronavirus Disease (COVID-19): Interim Public Health Disease Management for the Northwest Territories (undated)
- Department of Education, COVID-19 Vaccination for Employees Guidelines.
- NTHSSA Occupational Health and Safety Program.
- NWT *Infection Prevention and Control Manual* 2012.
 - Section 8 Occupational Health and Safety
 - Section 9 Reportable Diseases and Special Cases
 - Section 10 Outbreak Management
 - Appendix 6 Communicable Disease Reference Chart



- Northwest Territories Public Health Act 2016.
 - Schedule 2 Notifiable Immunizations
 - Schedule 3 Reportable Diseases
 - Schedule 4 Reportable Tests
- NWT Hospital Insurance and Health and Social Services Administration Act Hospital and Healthcare Facility Standards Regulation 2016.

ATTACHMENTS:

Instructions for Submitting Proof of Vaccination

REFERENCES:

- GNWT COVID-19 Vaccination Policy (insert link once live)
- NT Safety Act. (2015). Retrieved from <https://www.justice.gov.nt.ca/en/files/legislation/safety/safety.r8.pdf>
- Occupational Health and Safety Regulations. (2021 or current version). s 88 <https://www.justice.gov.nt.ca/en/files/legislation/safety/safety.r8.pdf>
- NWT Public Health Act Section. (SNWT 2020 c.14[E]). 25Part 2. Retrieved from <https://www.justice.gov.nt.ca/en/files/legislation/public-health/public-health.a.pdf>
- NWT Human Rights Act. (2016). Retrieved from <https://nwthumanrights.ca/your-rights/>
- Hospital Insurance and Health and Social Services Administration Act. (R-084-2016). Retrieved from <https://www.justice.gov.nt.ca/en/files/legislation/hospital-insurance-and-health-and-social-services-administration/hospital-insurance-and-health-and-social-services-administration.r8.pdf>
- Hospital and Health Care Facility Standards Regulations. (August 1, 2016). Section 15. Retrieved from <https://www.justice.gov.nt.ca/en/files/legislation/hospital-insurance-and-health-and-social-services-administration/hospital-insurance-and-health-and-social-services-administration.r8.pdf>
- NTHSSA Medical and Professional Staff Rules November. (2020). Parts 2.6, 3.1, 10.1(a), (b), 12.4(a), (f), (g), 25.1(c), 28.3 Retrieved from https://ournthssa.ca/document_library/nthssa-medical-and-professional-staff-rules/
- Union of Northern Workers Collective Agreement. (2016 – 2021). Retrieved from <https://my.hr.gov.nt.ca/sites/myhr/files/FINAL%202016->



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- Government of the Northwest Territories Department of Health & Social Services Performance measurement and Accountability Framework Report. (April 2014). Retrieved from <https://www.hss.gov.nt.ca/sites/hss/files/performance-measurement-accountability-framework.pdf>
- NWT Infection Control Manual. (2012). <https://www.hss.gov.nt.ca/professionals/sites/default/files/infection-control-manual.pdf>
- Canadian Immunisation Guide. (September 2016). Retrieved from <https://www.canada.ca/en/public-health/services/publications/healthy-living/canadian-immunisation-guide-part-3-vaccination-specific-populations/page-11-immunisation-workers.html#p3c10a2>
- Canadian TB Standards. (2013). Retrieved from <https://www.canada.ca/en/public-health/services/infectious-diseases/canadian-tuberculosis-standards-7th-edition/edition-11.html#s7-2>
- Health Professionals Immunisation Schedule. (April 2018). https://www.hss.gov.nt.ca/professionals/sites/default/files/nwt_immunisation_schedule.pdf
- NWT Tuberculosis Manual. (2014). <https://www.hss.gov.nt.ca/professionals/content/nwt-tuberculosis-manual>

APPROVAL:

Reviewed and Approved By:

(Signed, Position, and Dated)

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(Signed, Position, and Dated)