

# **ONTARIO SHEET METAL WORKERS TRAINING CENTRE**

## **COVID-19 VACCINATION POLICY**

### **1.0 Policy Overview**

The Ontario Sheet Metal Workers (“OSMW”) Training Centre (the "Centre") provides apprenticeship training, construction skills training and health and safety training to trainees as a Training Delivery Agent from its campus site located at 2600 Sheridan Garden Drive, Oakville, Ontario and from off-site third-party training locations from time to time.

The Centre is dedicated to providing training programs to trainees. Its goal is to provide every trainee with the highest standard of sheet metal worker skills and safety training through the use of new materials, tools and techniques in a learning environment that is safe not only for trainees but also Centre employees, contractors, volunteers and all visitors to the Centre's campus and off-site third-party training locations.

COVID-19 presents a very serious risk to the ongoing health and safety of trainees, employees, contractors, volunteers and visitors to the Centre's campus and off-site third-party training locations. As a provincially recognized Training Delivery Agent and an employer, the Centre has an obligation to take all necessary steps to protect the health and safety of Centre trainees, employees, volunteers and visitors from COVID-19 transmission and/or infection while attending one of the Centre's in-person training programs. The Centre's obligations in this regard flow not only from the *Occupational Health and Safety Act* and the *Reopening Ontario (A Flexible Response to Covid-19) Act, 2020* but also from the September 7, 2021 directives issued by Ontario Ministry of Labour, Training & Skills Development which incorporate the August 30, 2021 recommendations of the Office of the Chief Medical Officer of Health for the Province of Ontario applicable to all post-secondary education institutions, like the Centre.

### **2.0 Policy Purpose**

Full vaccination has been shown to be effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 and COVID-19 variants including the Delta variant currently circulating in Ontario.

Given the continuing spread of COVID-19, including the Delta variant within Ontario, the compelling data demonstrating a higher incidence of COVID-19 among the unvaccinated population and the increasing levels of contact between individuals as businesses, services, and activities have reopened, it is important for the Centre's attendees to be fully vaccinated in order to protect themselves against serious illness from COVID-19 as well as to provide indirect protection to others.

The Centre's COVID-19 Vaccination Policy (the "Policy") is being implemented for the following purposes:

- (i) to ensure the ongoing and continued health and safety of all trainees, employees, contractors, volunteers and/or visitors of the Centre's campus and/or off-site third-party training locations by reducing the risks of COVID-19 transmission and/or infection at the Centre's campus and

off-site third-party training locations;

- (ii) to ensure all of the Centre's trainees are in a position to receive the necessary Training Delivery Agent training and/or other training made available through the Centre in a timely fashion and without the prospect of delays and/or closures arising from COVID-19 transmission and/or infection at the Centre's campus and/or off-site third-party training locations; and
- (iii) to ensure the Centre's compliance with its legal obligations including those set out in the *Occupational Health and Safety Act*, the *Reopening Ontario (A Flexible Response to Covid-19) Act, 2020* and the September 7, 2021 directives issued by Ontario Ministry of Labour, Training & Skills Development which incorporate the August 30, 2021 recommendations of the Office of the Chief Medical Officer of Health for the Province.

### **3.0 Policy Scope, Application & Effective Date**

This Policy applies to all attendees at the Centre's campus and/or the off-site third-party training locations.

The Centre reserves the right to modify this Policy at any time to ensure its ongoing compliance with applicable laws and public health authority directives.

This Policy is effect on **September 7, 2021**.

The Partial Vaccination Protocol set out in section 5(iii) of this Policy is effective on **September 7, 2021** and shall remain in place until **October 30, 2021**.

### **4.0 Policy Definitions**

Below are definitions of certain terms used in this Policy.

**"attendee"** – shall mean any trainee, employee, contractor, volunteer and/or visitor attending at and/or entering the Centre's campus and/or off-site third-party training locations;

**"COVID-19 test"** – shall mean a COVID-19 testing process acceptable to the Centre in its sole discretion, including but not limited to antigen point of care testing, conducted at three (3) day intervals of attendance at the Centre, which in a regular work week shall occur on Mondays and Thursdays (or if the Centre is closed or the attendee is absent on a Monday or Thursday, on the next day the Centre is open and the attendee is in attendance), with testing coordinated and/or facilitated by the Centre in its sole discretion and with the cost of testing being reimbursed by the Centre in its sole discretion;

**"employee"** – shall mean all employees of the Centre working at and/or attending the Centre's campus and/or off-site third-party training locations;

**"existing COVID-19 health and safety protocols"** – shall mean and include any masking, social distancing, enhanced hygiene, pre-entry temperature checks, screening questionnaires and other protocols following the guidance of public health authorities or at the Centre's sole discretion, that the Centre may have in place at the Centre's campus and/or off-site third-party training locations;

**"full vaccination" or "fully vaccinated"** – shall mean an individual who has received a full series of a Health Canada approved COVID-19 vaccine (or a Health Canada approved vaccine combination) no less than fourteen (14) calendar days prior to that individual's in-person attendance at the Centre's campus and/or off-site third-party training locations and who also maintains their full vaccination status by receiving any Health Canada approved and public health authority directed vaccination booster shots as may be identified from time to time;

**"Health Canada approved COVID-19 vaccination"** – shall mean Pfizer-BioNTech (Comirnaty, tozinameran, BNT162b2), Moderna (mRNA-1273), AstraZeneca/COVISHIELD (ChAdOx1-S, Vaxzevria, AZD1222), Janssen/Johnson & Johnson (Ad26.COV2.S) and any other vaccine that may be approved by Health Canada in the future;

**"partial vaccination" or "partially vaccinated"** – shall mean an individual who has received one dose of a two (2) dose Health Canada approved COVID-19 vaccine series (or a Health Canada approved vaccine combination);

**"proof of a negative COVID-19 test result"** – shall mean an electronic copy (PDF document and/or picture) and/or paper copy confirming an individual's negative COVID-19 test arising from a testing process acceptable to the Centre in its sole discretion conducted on three (3) day intervals of attendance, which in a regular work week shall occur on Mondays and Thursdays (or if the Centre is closed or the attendee is absent on a Monday or Thursday, on the next day the Centre is open and the attendee is in attendance);

**"proof of vaccination"** – shall mean an electronic copy (PDF document and/or picture) and/or paper copy issued by the Ontario Ministry of Health (or other legitimate COVID-19 vaccination provider acceptable to the Centre) which confirms an individual's name, date of vaccinations and type of vaccinations and/or any other alternative vaccination status verification document and/or process that may be introduced by the Provincial Government in the future;

**"trainee"** – shall mean all registered apprentices and/or any other individual receiving in-person training at the Centre's campus and/or off-site third-party training locations;

**"Training Delivery Agent"** – shall mean the Centre while providing registered apprentices training for apprenticeship programs under paragraph 5 of section 64 of the *Ontario Colleges of Trades and Apprenticeship Act, 2009*;

**"visitors"** – shall mean all other in-person attendees at the Centre's campus and/or off-site third-party training locations not otherwise falling into the definition of trainee, employee, contractor or volunteer or any other definition under this Policy and shall include OSMW members and officers;

## **5.0 Policy Requirements**

### **(i) Responsibilities**

All employees and attendees are responsible to comply with this Policy.

All levels of management are responsible for the administration of this Policy.

Managers and supervisors are expected to:

- lead by example; and

- ensure employees and attendees complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

Employees and attendees are expected to:

- follow all health and safety policies and protocols; and
- complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

Employees and attendees are required to immediately notify the Centre's designated representative if they experience COVID-19 symptoms, a COVID-19 exposure, or plan to travel outside of the province.

**(ii) Mandatory Vaccination**

All attendees to the Centre's campus and/or off-site third-party training locations must be fully vaccinated in order to attend and/or enter the Centre campus and/or off-site third-party training locations, subject to sections 5(ii) and (iii) of this Policy.

Unless and until this Policy is amended to apply an alternative vaccination status verification document and/or process that may be introduced by the Provincial Government that becomes available to the Centre for use, the following proof of vaccination status process is required:

- Step 1 – any Centre attendee must provide the Centre's designated representative with proof of vaccination no less than one (1) business day prior to any in-person attendance at any of the Centre's campus and/or off-site third-party training locations.

Proof of vaccination can be emailed to the Centre's designated representative, the Centre's Administrator, at the email address: [ptfftrainingcentre@yahoo.ca](mailto:ptfftrainingcentre@yahoo.ca).

- Step 2 – the Centre's designated representative will review the proof of vaccination documentation and issue an email to the attendee confirming the attendee's documentation has been verified and that the attendee is permitted to attend and/or enter the Centre's campus and/or off-site third-party locations. Attendees are not permitted to attend and/or enter the Centre's campus and/or off-site third-party locations until the Centre's designated representative provides permission in writing to the attendee.
- Step 3 – any Centre attendee must, at the time of attending the Centre's campus and/or off-site third-party locations, produce a paper and/or electronic copy of the email issued by the Centre's designated representative confirming permissible attendance and entry or proof of vaccination and also otherwise comply with any existing Centre COVID-19 health and safety protocols that may be in place at the time of attendance.

**(iii) Support for Vaccinations**

- The Centre supports employees in obtaining their COVID-19 vaccination. If operationally feasible and with the permission of their immediate supervisor, Centre employees can be released on work time to be vaccinated while on-duty, at a designated vaccination site, without loss of compensation or the requirement to use credits, to a maximum of one day.

**(iv) COVID-19 Testing for Medical & Human Rights Code Based Exemptions**

All attendees to any the Centre's campus and/or off-site third-party training locations that provide written proof of a documented:

- (a) medical exemption for not being fully vaccinated which includes the effective time-period for the medical exemption, issued by the individual's regular treating physician or registered nurse and that is acceptable to the Centre, are required to provide proof of a negative COVID-19 test to attend the Centre's campus and/or off-site third-party training locations on three (3) day intervals of attendance, which in a regular work week shall occur on Mondays and Thursdays (or if the Centre is closed or the attendee is absent on a Sunday or Wednesday, on the next day the Centre is open and the attendee is in attendance) and may be coordinated and/or facilitated by the Centre in its sole discretion; or
- (b) *Human Rights Code*-based exemption based on a prescribed ground in the *Human Rights Code* for not being fully vaccinated acceptable to the Centre, which includes substantiation of the nature of the *Human Rights Code*-based exemption and the individual's entitlement to that exemption, are required to provide proof of a negative COVID-19 test to attend the Centre's campus and/or off-site third-party training locations on three (3) day intervals of attendance, which in a regular work week shall occur on Mondays and Thursdays (or if the Centre is closed or the attendee is absent on a Monday or Thursday, on the next day the Centre is open and the attendee is in attendance), with the testing being coordinated and/or facilitated by the Centre in its sole discretion.

Requests for a medical and/or *Human Rights Code*-based exemptions can be emailed to the Centre's designated representative, the Centre's Administrator, at the email address: [ptfftrainingcentre@yahoo.ca](mailto:ptfftrainingcentre@yahoo.ca).

The Centre will consider all medical and/or *Human Rights Code*-based exemption requests on a case-by-case basis. Those seeking an exemption must participate in the process by providing the Centre with the information and/or documentation necessary to consider the exemption request. The Centre reserves the right to request further documentation from any individual seeking an exemption that may be reasonably necessary in order for the Centre to consider the request.

While a request for an exemption is being considered by the Centre, individuals will, at the Centre's sole discretion, either not be permitted to attend and/or enter the Centre's campus and/or off-site third-party training locations or, prior to any attendance and/or entry be subject to the regular interval testing contemplated in section 5(ii) of this Policy.

The Centre will work with individuals who are eligible for an exemption to create an accommodation plan where possible. That plan will consider the health and safety risk to the individual and others attending the Centre or its third-party training locations.

Please note: the *Human Rights Code* does not require the Centre to accommodate people who choose not to get a vaccine for non-*Human Rights Code*-related reasons.

Employees who remain unvaccinated due to a substantiated medical or *Human Rights Code*-related accommodation request may be required to take additional infection and prevention control measures, including working from home if operationally feasible at the sole discretion of

the Centre, and/or self-isolating if exposed to COVID-19.

The costs associated with any COVID-19 testing during the Centre's consideration of an exemption and/or following issuance of an exemption shall be at the expense of the attendee seeking the exemption. The Centre reserves the right to coordinate and facilitate the COVID-19 testing process for those attendees seeking and/or granted an exemption and/or the right to reimburse attendees for the cost associated with all such testing.

The following proof of a negative COVID-19 test result process must be strictly adhered to:

- Step 1 – any Centre attendee must provide the Centre's designated representative with proof of a negative COVID-19 test result issued within with the interval period set by the Centre in its sole discretion and no less than one (1) business day prior to any in-person attendance at the Centre's campus and/or off-site third-party training locations.

Proof of a negative COVID-19 test result can be emailed to Centre's designated representative, the Centre's Administrator, at the email address: [ptfftrainingcentre@yahoo.ca](mailto:ptfftrainingcentre@yahoo.ca).

- Step 2 – the Centre's designated representative will review the test result documentation and issue an email confirming the attendee's documentation has been verified and that the attendee is permitted to attend and/or enter the Centre's campus and/or off-site third-party training locations. Attendees are not permitted to attend and/or enter the Centre's campus and/or off-site third-party locations until the Centre's designated representative provides in writing to the attendee.
- Step 3 – any Centre attendee must, at the time of attending the Centre's campus and/or off-site third-party training locations, produce a paper and/or electronic copy of the email issued by the Centre's designated representative confirming permissible attendance and entry or proof of a negative COVID-19 test result and also otherwise comply with any existing COVID-19 health and safety protocols that may be in place at the time of attendance and/or entry.
- Step 4 – any Centre attendee that seeks regular sustained attendance at the Centre's campus and/or off-site third-party training locations must comply with Steps 1 through 3 on intervals to be determined by the Centre in its sole discretion, which is currently set at three (3) day intervals of attendance, which in a regular work week shall occur on Mondays and Thursdays (or if the Centre is closed or the attendee is absent on a Monday or Thursday, on the next day the Centre is open and the attendee is in attendance), with testing being coordinated and/or facilitated by the Centre in its sole discretion.

**(v) *Partial COVID-19 Vaccination Protocol***

Partially vaccinated attendees at the Centre's campus and/or off-site third-party training locations shall have until October 30, 2021 to become fully vaccinated. Partially vaccinated attendees must submit proof of partial vaccination strictly in accordance with Steps 1 to 3 in section 5 (i) of this Policy.

Between September 7, 2021 and October 30, 2021 Centre attendees who are partially vaccinated are required to provide a negative COVID-19 test prior to any attendance and/or entry at the Centre's campus and/or off-site third-party training locations strictly in accordance with process

set out in Steps 1 to 4 of section 5(ii) of this Policy. The COVID-19 testing will stop when:

- a) the attendee provides proof of vaccination acceptable to the Centre's designated representative in accordance with section 5(i) of this Policy;
- b) the Centre's designated representative confirms in writing to the attendee that the proof provided by the attendee is acceptable proof of vaccination; and
- c) fourteen (14) days have elapsed after the attendee's final vaccine dose.

The costs associated with any COVID-19 testing for partially vaccinated attendees shall be at the expense of the attendee. The Centre reserves the right in its sole discretion to coordinate and facilitate the COVID-19 testing process for partially vaccinated attendees and/or to reimburse attendees for the cost associated with any such testing up to the earlier of: i) the date the attendee submits proof of full vaccination status and fourteen (14) days have elapsed from the attendee's final vaccine dose; or ii) October 30, 2021.

## **6.0 Disclosure and Retention of Documentation**

All information, including but not limited to, proof of vaccination status, COVID-19 test result and/or exemption documentation disclosed by attendees in accordance with this Policy shall be collected and stored by the Centre in accordance with applicable privacy legislation.

Access to the vaccination status, COVID-19 test result and/or exemption documentation disclosed by an attendee shall be limited to those Centre-designated representatives responsible for the administration of this Policy. The Centre is also required to disclose certain statistical information to the Ministry of Colleges and Universities (MCU) in the manner and within the timelines specified by MCU. MCU may seek additional detail about the statistical information which will also be specified in the MCU's request. MCU may further disclose this statistical information and may make it publicly available.

The disclosure of the vaccination status, COVID-19 test result and/or exemption documentation of an attendee shall be made to Centre representatives on a need-to-know and as required basis in order to ensure compliance with this Policy. The Centre will also collect, maintain and disclose statistical (non-identifiable) information to the Ministry of Colleges and Universities in order to comply with the September 7, 2021 directives issued by Ontario Ministry of Labour, Training & Skills Development which incorporate the August 30, 2021 recommendations of the Office of the Chief Medical Officer of Health for the Province of Ontario applicable to all post-secondary education institutions, like the Centre.

Vaccination status, COVID-19 test result and/or exemption documentation collected in accordance with this Policy shall be retained by the Centre for no longer than six (6) months following the last attendance of an attendee to the Centre's campus and/or off-site third-party training locations.

## **7.0 Personal Opinions about COVID-19 Vaccine**

Attendees are required to remain respectful of others with respect to issues regarding COVID-19 and related health measures. Personal opinions or propaganda, inflammatory comments, unprofessional remarks or disparaging remarks made against the COVID-19 vaccine and health and safety protocols such as masks may not be expressed, including through email or any other Centre communication methods. Attendees will be held accountable for their communications in or related to the Centre and its third-party training locations, and what they express through

Centre communication. This may result in corrective measures. For employees, this may include disciplinary action, up to and including termination of employment.

## **8.0 Policy Compliance & Enforcement**

### ***i. Non-compliance by Centre attendees***

Centre attendees that fail and/or refuse to comply with this Policy are not permitted to attend and/or enter the Centre's campus and/or off-site third-party training locations.

Any trainees that fail and/or refuse to comply with this Policy will be placed on the next available in-person training schedule provided they comply with this Policy at that time or their in-person training will be put on hold until such time they are able to comply with this Policy and/or until this Policy is terminated by the Centre in its sole discretion.

Centre attendees that fail and/or refuse to comply with this Policy will, upon request, be provided with educational information that informs this Policy, including but not limited to educational information which explains: how COVID-19 vaccines work; the safety of COVID-19 vaccines; the benefits of vaccination against COVID-19; the risks of not being vaccinated against COVID-19; and the possible side effects of COVID-19 vaccination.

See, for example, reliable information relating to COVID vaccine safety at:

1. The City of Toronto website:

<https://www.toronto.ca/community-people/health-wellness-care/health-programs-advice/immunization/vaccine-safety/>

2. The Government of Ontario website:

<https://covid-19.ontario.ca/covid-19-vaccine-safety>

3. The Government of Canada website:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/vaccines.html>

### ***ii. Non-compliance by Centre employees***

Centre employees who fail and/or refuse to comply with this Policy will be immediately placed on an unpaid leave of absence and, upon request, be provided with the educational information set out above. Continued failure and/or refusal by a Centre employee to comply with this Policy after October 30, 2021 may give rise to disciplinary consequences up to and including termination of employment.