

Vaccine Policy for Staff, Volunteers and Visitors

Approved: October 19th, 2021

The NSCSW has a responsibility to maintain a safe work environment for our employees, volunteers, members, and the public. To help reduce the risk of COVID-19 transmission, a vaccine policy is an important measure to keep our community safe.

The vaccines prevent against serious illness and death, they reduce but do not fully prevent individuals from transmitting or becoming sick with the virus. Vaccines do not replace the need for strict adherence to established COVID-19 public health measures, especially when interacting with others whose vaccination status may be unknown. The NSCSW will continue to implement all COVID-19 prevention measures as outlined in provincial guidelines including, but not limited to:

- COVID-19 screening,
- physical distancing,
- wearing of masks in public spaces,
- hand hygiene,
- infection prevention and control measures, and
- having an up-to-date COVID-19 safety plan.

There are those few individuals who cannot receive the vaccine due to a medical exemption. Most individuals can safely receive the vaccine series, and a vaccinated workplace helps to protect those who are medically unable to be vaccinated.

Scope and Purpose

Vaccination against COVID-19 is one of the best ways to protect our community from becoming seriously ill or transmitting the virus to others. Studies show that the Delta variant is more contagious, with greater risk for severe outcomes and hospitalization.

This policy applies to all staff, volunteers and students who will be working or visiting the NSCSW offices. (This policy will also identify procedure for when visitors) enter the office.

The policy may evolve as the pandemic situation changes or legislation and public health advice is altered.

Actions for Employees and Volunteers

All employees and volunteers who are working in the NSCSW offices must provide proof of vaccination status, with vaccines approved by Health Canada or the World Health Organization as outlined by provincial guidance.

- Employees and volunteers can submit a copy of their vaccination status directly to the Executive Director/Registrar.
- The Executive Director/ Registrar will keep a password protected spread sheet and will indicate that proof of vaccination has been verified.
- The Executive Director/Registrar upon receiving confirmation of vaccination status will destroy the verification immediately.

If an employee or volunteer is exempt from vaccinations due a legitimate medical exemption, including if the reasons are temporary or permanent. The medical exemption should be from a licenced medical doctor or nurse practitioner and does not need to include the reason for the exemption.

- Employees and volunteers can submit their legitimate exemption directly to the Executive Director/Registrar.
- The Executive Director/Registrar will keep a password protected spread sheet and will indicate that legitimate exemption has been verified.
- The Executive Director/Registrar upon receiving the legitimate exemption status will destroy the verification.

All employees must provide proof of vaccination, or legitimate exemption by November 30th, 2021.

Volunteers who are using the office space must submit proof of vaccination, or legitimate exemption 24 hours before they enter the offices. These can be submitted to Alec.Stratford@NSCSW.org

Supports for Vaccination

Employees and volunteers can find out more information on Vaccinations here

1. [COVID-19 immunization plan](#)
2. [Approved vaccines](#)
3. [Getting the vaccine](#)
4. [Proof of vaccination](#)
5. [Vaccine data](#)

Non-compliance

Employees who voluntarily choose not to get vaccinated will have to complete the following education. This could include but not limited to; completing a vaccination education course, with a signed declaration stating that they have reviewed and understood the content. The vaccination education course should at a minimum include information on:

- How the COVID-19 vaccines work.
- Vaccine safety related to the development of the COVID-19 vaccines.
- The benefits of vaccination against COVID-19. o Risks of not being vaccinated against COVID-19.
- Possible side effects of COVID-19 vaccination.
- Outline the potential consequences for workers who do not fulfill the requirements of the policy.

Volunteers who voluntarily choose not to get vaccinated will not be permitted to attend in person meetings with the NSCSW offices

Provisions for Unvaccinated Workers

Upon completing education session if unvaccinated employees remain unvaccinated, then they will not be permitted in the office during regular office hours. If they are required to be in the office due to performance agreement, they will need to arrange to complete this work outside of normal office hours, when no other office staff, or volunteers are present.

Proof of Vaccination for Members and Public Entering NSCSW Offices.

All Visitors to the NSCSW who are entering the NSCSW offices will be required to produce proof of vaccination or evidence of legitimate exemption, or a negative covid test within the past 72 hours.

A person is considered fully vaccinated against COVID-19 in Nova Scotia in the following circumstances:

- 14 days or more after receiving the second dose of a two-dose series of a Health Canada authorized COVID-19 vaccine (Moderna, Pfizer-BioNTech, AstraZeneca) following minimum dosing intervals. This includes a mix of these vaccines, such as one dose of AstraZeneca and one dose of Moderna.
- 14 days or more after receiving a one-dose series of a Health Canada authorized COVID-19 vaccine (Janssen/Johnson & Johnson).
- 14 days or more after receiving the final dose of any other World Health Organization authorized series of COVID-19 vaccine (such as Sinopharm or Sinovac).

Original proof of full vaccination records are acceptable in paper and digital formats, as well as clear photos, screenshots and photocopies. Required information at minimum, a record must show all the following information to demonstrate proof of full vaccination:

- the person's name
- the brand(s) of vaccine received (such as Moderna, Pfizer, etc)
- an indication that all required doses for that brand of vaccine were received
- the date when the final dose was received

For example:

Jane Doe

COVID-19 Dose 1 Pfizer-BioNTech
Received on May 14, 2021
COVID-19 Dose 2 Pfizer-BioNTech
Received on July 9, 2021

Services for Member and Members of the Public who are Unvaccinated

If a member of public or member is not able to demonstrate proof of vaccine, they will be asked to set up an appointment for a phone call or video call to ensure services can be provided.