



# LCAC COVID-19 VACCINATION AND TESTING POLICY

## **Preamble**

The Board of Directors and the management team at London Clay Art Centre (LCAC) recognize the significant impact the coronavirus has had on our world, our health, and the economy.

Whether or not you have had the virus and recovered, receiving two doses of vaccine against the SARS-CoV-2 virus that causes COVID-19 is the strong recommendation of the World Health Organization, Health Canada, and Middlesex London Health Unit, as well as top epidemiologists from around the world.

Vaccines are an effective way to protect individuals from COVID-19. They are an important tool in helping stop the spread of the virus, reduce the risk of outbreaks, and protect against serious illness. Vaccination is the single most effective public health measure to reduce the spread of COVID-19.

This policy recognizes the rising risk from highly contagious variants such as Delta. To do our part stemming the tide of SARS-CoV-2 infections in our community we are following the advice of public health officials by implementing the following vaccination and testing policy for LCAC. This policy also covers booster shots specified by public health authorities in the future.

Please note: This policy is based on guidance from Public Health agencies. It is subject to change as new evidence arises and new guidance is released from these agencies.

## **Application of Vaccine and Testing Mandate (to whom the policy applies)**

This policy is part of our evolving COVID-19 Safety Plan, and represents our legal commitment to the occupational health and safety of employees, contractors, and the public we serve. As such, London Clay Art Centre expects all people who are medically able including employees, contractors, studio-users, students, volunteers, and visitors doing business at LCAC for more than 15-minutes at a time to be fully vaccinated (inclusive of the 14-day period after the second dose) and provide proof of vaccination.

This policy takes into consideration and allows a grace period for individuals who are in the process of becoming vaccinated or who have recently decided to get vaccinated. By and after November 15, 2021, individuals entering LCAC must prove they are fully vaccinated. This policy will remain in place until it is no longer necessary according to public health guidance.

This policy allows the use of Point of Care Rapid Screening Tests (POCT) in circumstances determined by and at the sole discretion of LCAC's Executive Director.

**The deadlines and conditions stated below apply to the following individuals:**

## **FULL VACCINATION**

- **Studio-users and volunteers** – by September 30, 2021, studio-users, and volunteers must provide proof of vaccination or indicate, in good faith, that they are in the process/intend to begin the vaccination process and will be fully vaccinated, including the 14-day waiting period after the second dose, by November 15, 2021.
- **Instructors and students** (excluding children not eligible for vaccination) - the week of September 19-25, 2021 and beyond, depending upon the day their class begins, provide proof of full vaccination or indicate, in good faith, that they are in process/intend to begin the vaccination process and will be fully vaccinated, including the 14-day waiting period after the second dose, by November 15, 2021.
- **\*Visitors (see definition below) doing business in a single visit that lasts more than 15-minutes** – starting September 22, 2021, **upon entry** individuals who are at LCAC for **one-time** engagements that exceed 15 minutes must provide proof of vaccination to the LCAC staff person with whom they are doing business.

## **Additional information about full vaccination:**

### **Studio-users and Volunteers**

To continue accessing LCAC, all studio-users and volunteers must be fully vaccinated as per the information provided above under **Application of Vaccine and Testing Mandate**.

Regular testing will not be an acceptable alternative for studio-users and volunteers who choose not to be vaccinated. London Clay Art Centre will not provide volunteer positions or allow studio use at LCAC during the pandemic for those who cannot be or who choose not to be vaccinated.

Studio-users may opt to use LCAC's drop-off and pick-up services until such time as we can welcome unvaccinated individuals back into the facility.

If a volunteer is unable to be vaccinated for medical or other human rights reasons, we will work with them to determine what volunteer positions can be fulfilled **by working from home**. This will be determined on a case-by-case basis.

Studio-users and volunteers are required to follow all other safety protocols until we have been informed by public health that such protocols are no longer required.

### **Students**

#### **Adults and Youths (12 and up)**

Adults and youths taking public classes and workshops at LCAC must provide proof of double vaccination prior to or on their first day at LCAC. There will be no exceptions to the vaccination requirement for adult and youth students. All students must continue to wear an appropriate mask/face covering as per LCAC's Mask/Face Covering Policy.

### **Children (7-11 years of age)**

Because children are not yet eligible to be vaccinated against COVID-19, they are not required to show proof of vaccination. However, to provide protection to instructors, staff, and fellow students, all children must wear an appropriate mask/face covering as stated in the LCAC Mask/Face Covering Policy. There will be no exceptions to our Mask/Face Covering Policy. If a child is unable to wear a mask/face covering, they will not be allowed to participate.

### **FULL VACCINATION AND TESTING**

- **Employees (short-term temporary and long-term)** – by September 30, 2021, employees must provide proof of vaccination or indicate, in good faith, that they are in the process/intend to begin the vaccination process and will be fully vaccinated, including the 14-day waiting period after the second dose, by November 15, 2021.
- **\*Visitors and contractors doing business at LCAC for more than 15 minutes, periodically and ongoing** - by September 30, 2021, **upon entry** these individuals must provide proof, to the LCAC staff person with whom they are doing business, of vaccination or indicate in good faith that they are in the process/intend to begin the vaccination process and will be fully vaccinated, including the 14-day waiting period after the second dose, by November 15, 2021.

### **Discretion of the Executive Director to implement rapid screening tests**

At the sole discretion of the Executive Director, an employee, contractor, or visitor may be allowed to enter LCAC after providing a recent negative COVID-19 rapid screening test result (see Procedure for COVID-19 Vaccination and Testing). The responsibility and cost of acquiring a rapid screening test will be negotiated between the individual and LCAC's Executive Director. Before or upon entry, the individual must provide proof of a negative test result to the LCAC staff person with whom they are doing business.

Additionally, all individuals providing Point of Care Rapid Screening Test (POCT) results are required to at all times wear a disposable medical grade or N95 mask while at LCAC.

**Individuals granted the use of POCT will not be allowed to wear washable cloth or other non-medical grade masks/face coverings.**

*\*Visitors means individuals who are on official business with staff or volunteers at LCAC such as community partners, tradespeople, videographers, individuals accompanied by authorized personnel for tours, etc.*

*Studio-users are not permitted to bring friends and family into LCAC's studios without prior consent from the Executive Director. Friends and family members may only enter LCAC for specific, time-limited engagements related to promoting LCAC and its programs and services, not to accompany studio-users while they work in the open studio or in rented semi-private studios.*

### **Exclusions and Accommodations**

This policy excludes visitors who are at LCAC for 15 minutes **or less**, ie. individuals purchasing items in the LCAC retail store. It also excludes children who are not yet eligible to receive COVID-19 vaccines. These individual are still required to wear an appropriate mask/face

covering as detailed in the LCAC Mask/Face Covering Policy but are not required to provide proof of COVID-19 vaccination.

Accommodations may be developed for employees with exempted medical conditions and other protected grounds under the *Ontario Human Rights Code*. Employees with medical exemptions must provide a letter signed by a medical doctor or registered nurse practitioner (see more below under ACCOMMODATIONS).

## Verification

Employees, contractors, studio-users, volunteers, and visitors must show a copy of their record of vaccination to LCAC's Executive Director, Administrator or employee with whom they are engaging during their visit. The information will be held in confidence. For more details see LCAC's Procedure for COVID-19 Vaccination and Testing.

## EMPLOYEES (temporary short-term and long-term)

### Education

Employees who are uncertain about receiving COVID-19 vaccination are required to review the following resources and webinars about the safety and efficacy of the vaccine. They will have 1 hour of work time to read and listen to the information and watch all of the short videos. These employees are also encouraged to speak with their family doctors. If an employee requires time off to discuss the vaccine with their doctor, we ask that they let us know in advance.

Websites:

- [Government of Ontario vaccine](#),
- [Government of Canada vaccine site](#)
- [Mayo Clinic "COVID-19 Vaccines: Get the Facts."](#)

Videos:

- [What are mRNA vaccines and how do they work?](#)
- [I'm young and healthy. Why should I get vaccinated if I'm not at risk?](#)
- [How are side effects and the safety of COVID-19 vaccines monitored in Canada?](#)
- [Without long term data, how do we know the vaccine is safe?](#)
- [Can someone get COVID-19 from the vaccine?](#)
- [How do the COVID-19 vaccines work?](#)
- [Do COVID-19 vaccines have side effects?](#)
- [How was it possible to develop safe COVID-19 vaccines so quickly?](#)
- [How do we know the COVID-19 vaccines are safe?](#)
- [What kind of testing was done before the COVID-19 vaccines were authorized in Canada?](#)
- [Vaccine myths vs science](#)
- [9 COVID-19 Myths Debunked](#)

Podcast:

- [COVID-19 Vaccine Myths Debunked](#)

Employees who refuse to comply with the requirements of this policy as a condition of ongoing employment will be subject to disciplinary action up to and including for:

- Temporary Short-Term Employees: termination from employment without notice;

- Longer-Term Employees: placement on unpaid leave and up to termination of employment.

To help facilitate the vaccination requirement, London Clay Art Centre will provide up to two (2) paid days off per dose to allow employees to obtain their vaccinations and manage any potential side effects (such as minor soreness and tiredness). We ask that employees notify us of vaccination appointments to allow time to arrange proper coverage in your absence.

Until an employee provides proof that they are fully vaccinated (inclusive of the 14-day waiting period after a second dose), they will be required to wear a disposable medical grade or N95 mask at all times while at LCAC. These masks will be provided by LCAC and will no longer be required after proof of full vaccination has been received.

## **ACCOMMODATIONS FOR EMPLOYEES, Medical and Ontario Human Rights Code Grounds**

If an employee is unable to receive any of the available COVID-19 vaccinations for medical reasons or other grounds protected by the Ontario *Human Rights Code* and requires an accommodation, they must notify LCAC's Executive Director. To optimize safety in the workplace for other employees, students, studio-users, volunteers, contract workers, and other members of the public we must be aware of your inability to receive the vaccines.

### **Medical Exemptions, Employees Only**

Employees are required to provide appropriate medical evidence of the exemption ground. **Medical notes must come from a medical doctor or registered nurse practitioner.**

Please note that London Clay Art Centre will consider each request for accommodations on a case-by-case basis, and determine what accommodations can be made, up to the point of undue hardship. We will do our best to work with employees to ensure their safety and the safety of others until the pandemic is over. However, if they are unable to be vaccinated, we may not be able to place employees in a role where interacting with others is a condition of their job and reassigning them creates undue hardship for the organization.

Until a decision has been made, employees will be required to wear a disposable medical grade or N95 mask at all times while at LCAC. These masks will be provided by LCAC.

### **Ontario *Human Rights Code* Accommodation Requests, Employees Only**

If an employee seeks an exemption based on non-medical *Ontario Human Rights Code* grounds, they will be required to read the information and watch all the videos listed under "Education" in the EMPLOYEES section above. They will have 1 hour of work time to read the information and watch all of the short videos. Supervisor will ensure that these employees have read, watched, and listened to all the education information. Employees will be required to sign a declaration confirming they have read the material and watched the videos.

Until a decision has been made, they will be required to wear a disposable medical grade or N95 mask provided by LCAC.

## **Masking and Other Safety Requirements**

Despite being fully vaccinated, everyone who enters LCAC is required to wear a mask/face covering as per our Mask/Face Covering Policy and any additional information in this policy.

Employees and contractors authorized to use Point of Care Rapid Screening Tests must wear a disposable medical grade or N95 mask at all times in addition to providing proof of a negative screening test every 72 hours.

Once an employee has shown proof of full vaccination, they will no longer be required to wear a disposable medical grade or N95 mask and can wear a mask/face covering as the mask/face covering policy.

Everyone must continue to follow all other COVID-19 safety protocols until public health authorities deem them no longer necessary:

- Complete active and passive screening for symptoms before entering LCAC (stay home if showing any symptoms of COVID-19 infection);
- Use hand-sanitizer upon entering the building;
- Frequently wash hands using soap and water or hand-sanitizer;
- Remain distanced, at least 6 feet/2 metres from others

## LCAC PROCEDURE, COVID-19 VACCINATION AND TESTING

Please note: This procedure is subject to change as the attendant policy is revised based on new evidence and guidance from public health agencies.

### Vaccination Status

Until the QR code app is ready from the Government of Ontario (expected October 22, 2021), employees, contractors, volunteers, and studio-users, are asked to show their vaccination receipts in paper or electronic format to our Administrator, Executive Director, or relevant staff person at LCAC. We will record in a spreadsheet on our network drive the date of your last vaccination and the date you verified the information with us. The same process will be used if booster shots are required in the future. We will **not** copy receipts and hold them on file.

Starting September 22, 2021, as a condition of employment and prior to contract signing, all new hires will be required to show their vaccination receipts along with photo identification. They will also be required to read LCAC's COVID-19 Policies and Procedures and sign an acknowledgement form that states they understand and will abide by them.

Only LCAC's Administrator and Executive Director will have access to the spreadsheet on our network drive relative to vaccination status of employees, studio-users, and volunteers.

Students will provide proof of vaccination to LCAC's programming staff before or on the first day of class, either via email or by showing paper or electronic copies of vaccination receipts. Staff will record the information in a separate spreadsheet using the same process as stated above.

Visitors will provide proof of vaccination to the LCAC staff person who makes first contact. This information will not be retained.

### Refusal to Vaccinate by November 15, 2021 - Employee and Certain Contractors

Where required immunization is refused by an employee, LCAC will require them to review all education materials specified in LCAC's COVID-19 Vaccination and Testing Policy.

At the discretion of the Executive Director, unvaccinated employees or certain contractors, in lieu of vaccination, may be allowed to use Point of Care Rapid Screening Tests (POCT) in conjunction with disposable medical or N95 masks. Under these circumstances, the following procedure will be used:

- Require individuals to watch a training video or receive training from the Executive Director about how to properly self-administer the Abbot Panbio COVID-19 Rapid Test Device (nasal);
- As appropriate, a single test kit or a box of 25 will be provided for home use. Tests will

be self-administered before entering LCAC (not inside);

- For employees, tests must be completed at least every 72 hours (3 days), on Mondays and Thursdays when working a regular weekday workweek; Monday, Thursdays and Sundays if working at LCAC on a Sunday;
- For certain contractors, a negative rapid screening test result from the day of engagement must be verified before entering LCAC;
- Any positive and inconclusive test results will be reported to Middlesex London Health Unit and a full PCR test will be completed as soon as possible. These individuals will not be allowed to enter LCAC and will remain at home, in isolation until cleared by public health;
- The name of the individual and date of the test must be written directly on the front of the test device (no tape). Negative test results must be verified through photo, video, or physical evidence to the Executive Director or designate prior to or immediately upon arriving at LCAC;
- Test materials are considered biohazardous and will be disposed of using guidance from the Ministry of Health;
- Weekly test results will be compiled by the Executive Director who will report them using the London Chamber of Commerce Stay Safe portal;
- Additional test kits will be ordered as required throughout the remainder of the pandemic.

### **Refusal to Vaccinate – Studio-users, affiliates, and volunteers**

All studio-users, affiliates, and volunteers at LCAC who refuse to get vaccinated will not be allowed inside LCAC. However, they may continue to access drop-off and pick-up services.

Refunds will be provided to unvaccinated individuals who do not want to use LCAC's drop-off and pick-up services. We hope to welcome you back once vaccination is no longer required.

### **Inability to Vaccinate due to Medical Exemption - Employee**

If an employee is unable to receive the COVID-19 vaccination based on an [exempted medical condition](#), they will be required to provide a letter signed by a medical doctor or registered nurse practitioner and submit the form to LCAC's Administrator or Executive Director. Despite a medically authorized exemption, LCAC may not be able to accommodate unvaccinated employees based on undue hardship on the organization's ongoing operations (see LCAC's Policy for COVID-19 Vaccination and Testing).

### **Inability to Vaccinate due to Protected Grounds - Employee**

If an employee is unable to receive COVID-19 vaccinations based on a protected ground under the *Ontario Human Rights Code*, they will be required to provide a signed letter of attestation that identifies the protected ground preventing them from receiving COVID-19 vaccination. Despite an exemption on protected grounds, LCAC may not be able to accommodate unvaccinated employees based on undue hardship on the organization's ongoing operations.

## **Proof of Vaccination or Attestation of Vaccination Process**

When full COVID-19 vaccination has been achieved, including the 14-day waiting period following the second dose, to ensure accurate records the employee must show their receipt that proves double vaccination to LCAC's Administrator or Executive Director.

LCAC's Administrator or Executive Director will document all vaccination reports in a password protected spreadsheet on LCAC's network drive. No paper or electronic copies of vaccination receipts will be taken/stored.

Employees who do not provide proof of vaccination, and/or those who have submitted medical or protected ground exemption letters will be considered unvaccinated.

Individual vaccination status will not be shared beyond what is required for compliance monitoring and ensuring the health and safety of all people at London Clay Art Centre. Vaccination rates may be reported to the Board of Directors and shared in a general way to assuage the health and safety concerns of LCAC's program participants.

Unvaccinated employees may face disciplinary action, which could include unpaid leave of absence and up to termination of employment.

During the grace period starting September 22, 2021, we will accept, in good faith, an attestation that an individual is in the vaccination process and will be fully vaccinated, including the 14-day waiting period after the second dose, by November 15, 2021.

After November 15, 2021, the grace period will be over and all studio-users, affiliates, and volunteers must show proof of full vaccination before entering LCAC.

## **Monitoring and Follow-Up to Ensure Up-to-Date Immunization and Testing**

Employees and certain contractors who have not provided proof of vaccination and have been granted the opportunity to use rapid screening test in conjunction with disposable medical or N95 masks, can provide proof of full vaccination at any time. Upon receipt of proof of vaccination, the requirement to wear a disposable medical or N95 mask will be lifted. The individual in question must wear an appropriate mask/face covering as per the general LCAC Mask/Face Covering policy.

## **Follow-Up Regarding Outstanding Requirements**

On November 1, LCAC's will send emails reminding those who indicated they are in the vaccination process that they are required to provide the necessary COVID-19 vaccination documentation on or before November 15, 2021.

Studio-users, affiliates, and volunteers who fail to provide the required proof will have their LCAC key fob disabled. They may access drop-off and pick-up services but will not be allowed inside LCAC until proof of vaccination is provided.

If an employee fails to provide proof by the aforementioned deadline, they will be placed on unpaid leave until they produce the required documentation.

Continued non-compliance will result in an extended unpaid leave of absence and may result in dismissal.