

**Policy and Procedures Manual**

COVID-19 IMMUNIZATION AND MANAGEMENT

<b>Health PEI Policy – Human Resources</b>		<b>POLICY &amp; PROCEDURES</b>
<b>Applies To:</b>	All Health PEI Healthcare Workers	
<b>Monitoring:</b>	Executive Director of Human Resources	
<b>Approving Authority:</b>	Executive Leadership Team	
<b>Date:</b>	Effective: December 16, 2020  Update Effective: September 24, 2021 <b>Next Review: December, 2021</b>	
<p><b>This is a CONTROLLED document. Any copies of this document appearing in paper form should always be checked against the electronic version prior to use.</b></p>		

**1.0 POLICY**

- 1.1 Health PEI is committed to maintaining a safe work environment and to protecting its Health Care Workers, patients and visitors from the risk of infection from, and complications associated with, the SARS CoV-2 virus, the cause of COVID-19.
- 1.2 Vaccination is recognized as a cornerstone for preventing or decreasing the effects of COVID-19 for those at high risk of serious illness or death from COVID-19 infection and related complications.
- 1.3 Health Care Workers and Health PEI have a duty to actively promote, implement and comply with COVID-19 immunization and testing requirements in order to decrease the risk of infection for staff, patients, residents, clients and members of the public.
- 1.4 Health PEI is committed to comply with the recommendations of Chief Public Health Office (CPHO) as it relates to COVID-19.

**2.0 DEFINITIONS**

<b>Health Care Worker:</b>	A person involved in providing care and/or services within Health PEI facilities and programs. This also includes physicians, students, volunteers, and contract workers.
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<b>Appropriate Liaison:</b>	For HCWs, the appropriate liaison is their respective Employee Health Nurse or Wellness and Safety OH&S LPN and/or Medical Affairs. For Volunteers, the appropriate liaison is Volunteer Resources as per their respective facility. For Students, the appropriate liaison is their respective educational institution. For contractors and businesses/entities operating at hospital sites, it is their primary employer.
<b>Immunization:</b>	A process by which a person becomes protected against a disease through vaccination. This term is often used interchangeably with vaccination or inoculation.
<b>Vaccine:</b>	A substance used to stimulate the production of antibodies and provide immunity against one or several diseases, prepared from the causative agent of a disease, its products, or a synthetic substitute, treated to act as an antigen without inducing the disease.
<b>Immunizer:</b>	A health professional eligible to administer COVID-19 vaccine under this policy and includes pharmacists, nurses, nurse practitioners, and physicians.
<b>Personal Protective Equipment (PPE):</b>	<p>Personal protective equipment (PPE) are items worn to provide a barrier to help prevent potential exposure to infectious disease. These items include:</p> <ul style="list-style-type: none"> <li>• gloves</li> <li>• gowns</li> <li>• surgical masks             <ul style="list-style-type: none"> <li>○ surgical masks with visor attachment</li> </ul> </li> <li>• respirators</li> <li>• eye protection             <ul style="list-style-type: none"> <li>○ goggles</li> <li>○ face shields</li> </ul> </li> </ul>

### 3.0 PURPOSE/SCOPE

The purpose of this policy is to outline mandatory COVID-19 vaccine administration and management directions for health care workers (HCW), students, volunteers, employees of businesses/entities operating at Health PEI facilities, and contractors (“participating individuals”). Mandatory participation in COVID-19 vaccination programs reduces the transmission of COVID-19 and decreases the risk of COVID-19 outbreaks. It is also to ensure that immunizations are provided to Health Care Workers pursuant to the Canadian Immunization Guide (CIG) and NACI recommendations.

### 4.0 APPLICATION

This policy applies to all Health PEI Health Care Workers and participating individuals.

### 5.0 PROCEDURES

5.1 **Chief Executive Officer** shall ensure the COVID-19 Immunization and Management policy is implemented by directing the Executive Leadership Team to implement the policy.

5.2 **Executive Directors/Directors/Administrators** shall:

- (a) Direct appropriate management staff to have a process in place to:
  - i) ensure resources and processes exist for implementation, monitoring, maintenance and evaluation of the policy;

- ii) Ensure that the People Soft database or the employee's paper health chart of Health Care Workers immunization is maintained on an ongoing basis

5.3 **Managers/Supervisors** shall implement the policy as directed by the Executive Leadership Team.

5.4 **Immunizer:**

- (a) Is accountable to be competent in the provision of immunizations;
- (b) Is responsible to review and/or maintain current, evidence-based knowledge in performing immunizations;
- (c) Will be prepared to appropriately educate employees in relation to specific immunizations, vaccine schedules, risks/benefits, adverse events, and post-immunization care;
- (d) Will be competent to provide emergency care to employees in the rare situation of an adverse event related to immunizations;
- (e) Will report to the Chief Public Health Office within 24 hours as soon as observed or reported of all unexpected adverse events following administration of a vaccine using the [Adverse Event Following Immunization \(AEFI\) form](#). This requirement is outlined in [PEI's Public Health Act](#) under [Notifiable Diseases and Conditions and Communicable Diseases Regulations](#).

5.5 **Health Care Workers** and Participating Individuals:

- (a) Are required to comply with this policy.
- (b) Are required to comply with the PPE recommendations of Infection Prevention and Control and CPHO as it relates to COVID-19;
- (c) Health Care Workers shall provide a record of their immunization upon initial hire or upon request by the Employee Health Registered Nurse or RN Designate at any time while employed by Health PEI;
- (d) Health Care Workers shall meet with their respective Immunizer and participate in the COVID-19 immunization program;
- (e) To be considered fully immunized, the participating individual must be 14 days past receipt of their second dose of a two dose vaccine series or their first dose of a one dose vaccine series. Documentation of vaccine status shall be kept in the confidential health record maintained by the appropriate liaison.
- (f) Health Care Workers who have not been fully immunized (2 doses + 14 days) are subject to regular and recurring COVID-19 testing based on their work schedule.

5.6 **Valid Medical Exemption to Vaccination**

Medical contraindication to the COVID-19 vaccine should be issued by the Health Care Workers most responsible health care provider and filed in their employment file. See 6.1(b) and Appendix A.

## 6.0 MANDATORY COVID-19 VACCINATION PROGRAM

It is important to protect the health and well-being of Health PEI's patients, employees, physicians, contractors, volunteers and students where there is evidence of a risk with identified measures for management.

6.1 To facilitate this policy, all participating individuals will be required to provide one of the following to the appropriate liaison:

- (a) Proof of COVID-19 full vaccinated (2 doses + 14 days) status approved by Health Canada to the appropriate liaison;

- (b) Proof of COVID-19 vaccine administration if the individual has only received the first dose of a two-dose COVID-19 vaccination series approved by Health Canada. Including; Proof that the first dose was administered and, as soon as reasonably possible following receipt of their second dose, proof of administration of the second dose to the appropriate liaison; OR
  - (c) Written proof of a medical exemption, provided by a treating practitioner that sets out:
    - i) that the person cannot be vaccinated against COVID-19; and
    - ii) the effective time period for the medical reason (i.e., permanent or time limited).
- 6.2 Participating individuals who are unable to or elect not to provide proof of COVID-19 vaccination per 6.1 a), are required to perform rapid testing and verification of negative test results in accordance with their work schedule. Rapid test kits will be provided to the employees at their work site. Rapid testing and verification of negative test results will proceed as follows:
- (a) The frequency of the rapid testing is no greater than 48 hours before the start of a shift and up to 3 times per week (for full time participating individuals);
  - (b) Provide verification of negative test results to their appropriate liaison, primary employer or educational institution.
- 6.3 To facilitate this policy, all participating individuals will be required to adhere to the following testing precautions:
- (a) Appropriate safety precautions, in accordance with the manufacturer's label, must be taken for all rapid antigen tests to ensure the safety of the individual being tested as well as the individual witnessing the specimen collection.
  - (b) Rapid testing is conducted through a self-testing method; the specimen collection must be overseen and witnessed by a designated person at the facility in order to be compliant.
- 6.4 Rapid testing is NOT for anyone who has any symptoms of COVID-19. The tests are not to be used by anyone with symptoms or who has a known exposure to COVID-19 for the purposes of workplace screening.
- 6.5 Symptomatic and exposed individuals must follow current Public Health guidance in relation to any exposure notifications. Anyone with symptoms should be tested at a testing location using a lab-based Polymerase Chain Reaction (PCR) test.

## **7.0 POLICY NON-COMPLIANCE**

In accordance with Health PEI human resources policies, collective agreements and applicable legislation, directives, and policies, Health Care Worker failure to comply with the COVID-19 vaccine program may result in discipline up to and including termination of employment.

## **8.0 DOCUMENTATION**

Documentation of the Health Care Workers immunization history shall be maintained in PeopleSoft to facilitate Health PEI reporting requirements to the CPHO pursuant to the *Public Health Act* and the *Immunization Regulations*.

## **9.0 MONITORING**

- 9.1 The Executive Director Human Resources is responsible for ensuring that this policy is reviewed at least every three years as per Health PEI's policy review cycle and standards.
- 9.2 Health PEI Managers shall conduct an on-going review of the COVID-19 immunization status of their respective Health Care Workers, in addition to records of COVID-19 rapid testing to be available upon request from CPHO, in order to assess and promote compliance with this policy.

## 10.0 REFERENCES

### Related Documents

P.E.I. Occupational Health and Safety Act & Regulations

P.E.I. Public Health Act

Canadian Immunization Guide

National Advisory Committee on Immunization

National Vaccine Storage and Handling Guidelines for Immunization Providers

Public Health Agency of Canada

*Link to CPHO Order when Issued*

## Appendices

Appendix A - COVID-19 Vaccine Medical Exemption Form

### i) STAKEHOLDER REVIEW

Group/Committee	Dates of Review
Wellness and Safety Manager	Sept. 22, 2021
Provincial Manager, Infection Prevention and Control	Sept. 22, 2021
HR Managers	Sept. 22, 2021
Joint Response Team	Sept. 22, 2021

### j) REVIEW HISTORY

**Review Dates:**      September, 2021      \_\_\_\_\_

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## APPENDIX A: COVID-19 Vaccine Medical Exemption Form

Name (*Print*): \_\_\_\_\_ Manager's Name: \_\_\_\_\_  
 Unit/Department: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Contact Phone No.: \_\_\_\_\_ HPEI email: \_\_\_\_\_

Health PEI (HPEI) is committed to providing a safe and healthy work environment and to preventing the transmission of COVID-19 infections.

HPEI's policy on COVID-19 Immunization and Management requires that staff requesting medical exemption for vaccination provide a documented medical reason for not being fully vaccinated against COVID-19 and the effective time-period for the medical reason.

The following information must be completed by the treating practitioner. Please **complete** and **return** to your site Employee Health Nurse and/or Wellness and Safety, OH&S LPN (by email healthpeiohs@ihis.org).

I certify that the above-named person should not be vaccinated against COVID-19 because of one of the following:

Check box that applies.

	<p><b>Documented anaphylactic allergic reaction to a previously administered COVID-19 vaccine</b>  <i>If yes, has a consultation (via e-Consult, virtual or in-person) with an Allergist/Immunologist confirmed contraindication to additional doses? <b>Yes or No</b> (please circle one)</i></p>
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	<p><b>Documented anaphylactic allergic reaction to a component of the vaccine.</b>  <i>If yes, has a consultation (via e-Consult, virtual or in-person) with an Allergist/Immunologist confirmed contraindication to additional doses? <b>Yes or No</b> (please circle one)</i></p>
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	<p><b>Documented Myocarditis/Pericarditis following first COVID-19 vaccine</b>  <i>If yes, has a consultation (via e-Consult, virtual or in-person) with an Allergist/Immunologist confirmed contraindication to additional doses? <b>Yes or No</b> (please circle one)</i></p>
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	<p><b>Documented active receipt of monoclonal antibody therapy OR convalescent plasma therapy for the treatment or prevention of COVID-19</b></p>
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The reason is: **Time limited** or **Permanent** (*please circle one*)

If the reason is **Time Limited**, please indicate the end of the time period (*dd/mm/yyyy*): \_\_\_\_\_

**Physician or a Nurse Practitioner Verification:**

Name of Treating Practitioner (*please print*) \_\_\_\_\_

Signature of Treating Practitioner \_\_\_\_\_

Date: \_\_\_\_\_

(*dd/mm/yyyy*)