|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy 2021 | **PAGE** 1 of 9**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

1. **POLICY STATEMENT**
	1. Community Living Glengarry (“**CLG**” or the “**Employer**”) is committed to the health and safety of its employees, staff, volunteers, contractors, students, residents, clients, and visitors. This COVID-19 Immunization Policy and Procedure (this “**Policy**”) has been developed and implemented in accordance with applicable provincial legislation and government directives, in particular, the Letters of Instruction (the “**Instructions**”) and the Guidelines issued by the Chief Medical Officer of Ontario (“**CMOH**”).
	2. The objective of this Policy is threefold: (i) to reduce the risk of workplace exposure to and transmission of COVID-19 to employees (as defined herein), clients, residents, and visitors; (ii) to outline the Employer’s organizational expectations regarding COVID-19 immunization; and (iii) to comply with the Instructions and Guidelines. To that end, the Employer requires that all employees be fully vaccinated against COVID-19 unless it is medically contraindicated, or as set out below.
	3. This Policy is subject to the relevant requirements of the Collective Agreement (if/as applicable) and will be interpreted and applied in accordance with the Ontario *Employment Standards Act, 2000* (the “***ESA***”), Ontario *Human Rights Code* (the “***OHRC***”) and the Ontario *Occupational Health and Safety Act* (the “***OHSA***”).
	4. This Policy will be applied in accordance and in conjunction with all relevant policies, including but not limited to:
		1. Occupational Health & Safety, Personal Information Protection and Electronic Documents (PIPEDA), Confidentiality of Information, Personal Health Information Protection (PHIPA), Return to Work;
		2. the Instructions issued by the CMOH under the authority of subsection 2(2.1) of Schedule 1 of O. Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (the “***ROA*”**);

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy 2021 | **PAGE** 2 of 9**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

* + 1. the **Guidelines** [COVID-19: Vaccination Policy — implementation guidelines issued by the Ministry of Children, Community and Social Services | ontario.ca](https://www.ontario.ca/page/covid-19-vaccination-policy-implementation-guidelines-issued-ministry-children-community-and?_ga=2.186602985.1312193224.1632784673-911017761.1630686635); and
		2. all [applicable orders, directives, memorandums, and other resources](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/dir_mem_res.aspx) from the Ministry of Children, Community and Social Services (“**MCCSS”),** the Ministry of Health (“**MOH**”) and/or the Ministry of Long-Term Care (“**MLTC**”), as implemented and/or amended from time to time.
	1. This Policy comes into effect as of September 23, 2021.
1. **BACKGROUND**
	1. **COVID-19** (coronavirus disease) is defined as the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2). As COVID-19 has spread, mutations have occurred in the virus’s genetic code, resulting in several new variants. In this Policy, COVID-19 refers to both the initial COVID-19 virus and all of its mutations/variants. Should the name of this disease and/or virus responsible change due to World Health Organization (“**WHO**”) naming conventions, this Policy shall continue to apply, with appropriate amendments as required.
	2. COVID-19 is primarily transmitted by droplets spread through coughing and sneezing and may also be transmitted through direct or indirect contact with contaminated respiratory secretions. COVID-19’s incubation period is usually five to seven days but can range from one to fourteen days. Individuals may spread COVID-19 within fourteen days of contracting the virus and may develop symptoms any time within those fourteen days. Although some people may not develop symptoms (i.e., are asymptomatic), they may still spread the virus.
	3. Common COVID-19 symptoms include the sudden onset of a high fever, chills, sore throat, fatigue, and a dry cough. These symptoms may be accompanied by other symptoms such as body aches, loss of taste and smell, and diarrhea. More serious symptoms include difficulty breathing or shortness of breath, chest pain, and loss of speech or movement. In some cases, COVID-19 can be fatal. Up-to-

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy 2021 | **PAGE** 3 of 9**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

date details regarding the symptoms of COVID-19 can be found in the MOH’s [COVID-19 Reference Document for Symptoms.](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf)

* 1. The COVID-19 vaccine is one of the most effective ways to prevent the transmission of and infection by COVID-19. Canadian public health authorities have confirmed that vaccines are safe, have few side effects, and have a high rate of effectiveness. However, current research shows that the COVID-19 vaccines are not 100% effective, and, as such, existing protective measures remain in effect.
	2. For more detailed information about COVID-19 vaccines, please see the [Government of Canada’s vaccination website](https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/vaccines.html).
1. **DEFINITIONS**
	1. **Employee (or employees, as applicable)** means, for the purposes of this Policy only, all employees, staff, contractors, volunteers, and students, as well as persons who provide services in an Education and Community Partnership program (also together referred to as “**Required Individuals**” herein), where:
		1. **Staff** means a person who works at the home either (i) as an employee, (ii) pursuant to a contract or agreement, or (iii) pursuant to a contract or agreement between the Employer and an employment agency or other third party;
		2. **Volunteer** means a person who is part of an organized volunteer program and does not receive a wage or salary for the services or work provided; and
		3. **Student** means a person working for the Employer as part of a clinical placement requirement of an educational program of a college or university, who does not meet the definition of “**staff**” or “**volunteer**.”
	2. **Essential Visitor** means a person who:
		1. Performs essential services to support the ongoing operation of a service agency, including a contractor (i.e. a Contracted Service Provider, as defined below); and/or

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy 2021 | **PAGE** 4 of 9**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

* + 1. Is considered necessary to maintain the health, wellness and safety, or any applicable legal rights, of a congregate living resident per the *COVID-19 Guidance for MCCSS-funded and Licensed Congregate Living Settings* [[COVID-19 Guidance for MCCSS-funded and Licensed Congregate Living Settings | (gov.on.ca)](https://www.mcss.gov.on.ca/en/mcss/CongregateCare_Guidelines.aspx)] For the purposes of this Policy, “Essential Visitor” does not include family members.
	1. **Non-essential Visitor** means any person who is a visitor who does not meet the definition above.
	2. **Contracted Service Provider** means a contractor for services for the operation of the business, as described in 3.2(a).
	3. **Enhanced respiratory precautions** means:
		1. Using a surgical mask and face shield/goggles;
		2. Using a fit-tested N95 mask for aerosolized medications and at an employee’s request;
		3. Using gloves and gown;
		4. Removing all PPE in proper order (discarding or sending for reprocessing, as appropriate), when exiting the room of a Person Supported with a suspected or confirmed COVID-19 case;
		5. Performing hand hygiene before and after caring for each Person Supported; and
		6. Donning a new surgical mask and sanitizing face shield and/or goggles when leaving the room of a Person Supported with a suspected or confirmed COVID-19 case.
	4. **Fully Vaccinated** means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada, including any booster shots recommended, approved, and/or required from time to time (i.e., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least fourteen days ago. To be considered Fully Vaccinated in compliance with this Policy, an

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy 2021 | **PAGE** 5 of 9**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

employee must also have provided proof of vaccination in accordance with subsection 9.4 of this Policy.

* 1. **Partially Vaccinated** means having received one dose of a two-dose vaccine series approved by Health Canada. For the purposes of this Policy, Partially Vaccinated individuals are considered not Fully Vaccinated (i.e. unvaccinated) until they meet the criteria to be fully vaccinated.
	2. **Home (or homes, as applicable)** means the home(s) managed by and facilities of the Employer.
	3. **Outbreak** means a COVID-19 outbreak confirmed by the Medical Officer of Health or their designate. At a minimum, one laboratory-confirmed case of COVID-19 is required to declare an Outbreak.
	4. **Outbreak Area (or Designated Outbreak Area)** means a specific, confined, geographic area (e.g., unit, home, etc.), as determined at the time of Outbreak. The Outbreak Area can be enlarged during the course of an Outbreak, as required.
	5. **Person Supported or Resident** means a person living in one of the homes managed by the Employer and or receiving services from by the Employer.
	6. **Registered Nurse in the Extended Class** means a Registered Nurse who has additional education and clinical experience that allows them to practice as a Nurse Practitioner.
1. **SCOPE OF APPLICATION**
	1. This Policy applies to all Required Individuals of the Employer, whether unionized or not, regardless of their role, the frequency with which they attend the Employer’s premises, and the duration of any period of attendance, and to all Essential Visitors.

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy 2021 | **PAGE** 6 of 9**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

* 1. Although the Employer encourages all People Supported, and Non-essential Visitors to be vaccinated against COVID-19, it is not, at this time, mandating that People Supported, or Non-essential Visitors be vaccinated to obtain its services and/or to access the Home. People Supported, and Non-Essential Visitors are encouraged to be vaccinated, and the Employer will ask for permission from family members for People Supported to undergo weekly Rapid Antigen Testing.
1. **COMMUNICATION**
	1. For ease of reference, this Policy will be posted on ADP, and sent by email. Employees will be advised of any changes to this Policy.
	2. This Policy will be communicated through ADP. All Employees are to acknowledge on ADP that they have read and understood this Policy. This Policy will also be communicated to all stakeholders by being posted on CLG’s website and shared via email. Future updated versions will be shared with all stakeholders.
2. **SUPPORT FOR VACCINATION**
	1. The Employer will provide the following supports to enable Employees subject to this Policy to become fully vaccinated:
		1. The Employer will be flexible with Employees whose scheduled shift may overlap their vaccination appointment, to ensure they attend their vaccination appointment;
		2. Full-time Employees will use their sick days from their sick bank accrual to attend their vaccination appointments, if the appointment overlaps with a scheduled shift;
		3. Part-time and casual Employees can use the [Ontario Infectious Disease Emergency Leave (IDEL)](https://www.ontario.ca/document/your-guide-employment-standards-act-0/infectious-disease-emergency-leave), an amendment to the *ESA,* which provides up to three days of paid leave for reasons related to COVID-19 (including attendance at a vaccination appointment) between April 19, 2020, and December 31, 2021 (unless extended further by the government).
	2. Employees who are unable to be vaccinated for reasons related to the *OHRC* must follow the accommodation process set out at section 13 of this Policy.

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy 2021 | **PAGE** 7 of 9**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

* 1. If an Employee has an adverse reaction to a vaccine, they may be eligible for paid [Infectious Disease Emergency Leave](https://www.ontario.ca/document/your-guide-employment-standards-act-0/infectious-disease-emergency-leave), pursuant to the *ESA*, and/or other paid or unpaid leaves of absence as set out in the Employer’s applicable policy, the Collective Agreement, and/or an individual employment agreement, as applicable and as amended from time to time.
1. **RESPONSIBILITIES – ENSURING POLICY COMPLIANCE**
	1. **Responsibility of Employer**
		1. Ensure compliance with this Policy;
		2. Ensure ample personal protective equipment (“**PPE**”) supplies for all Employees;
		3. Provide vaccine information and associated forms;
		4. Recommend revisions to this Policy to enhance and improve vaccination rates; and
		5. Determine risk and appropriate alternative/precautionary measures in accordance with up-to-date applicable information from Public Health, CMHO, MOH, MLTC, MCCSS, and other government and health authorities.
	2. **Responsibility of Human Resources**
		1. Ensure compliance with this Policy, including by providing each Employee with a reminder of this Policy’s requirements as required and at least monthly and when required;
		2. Provide new Employees with information about this Policy during orientation;
		3. Collect and securely record the applicable vaccination information concerning Required Individuals as outlined in this Policy; and
		4. Notify managers regarding those Employees who have not complied with this Policy.
	3. **Responsibility of Managers**
		1. Ensure all Employees under their supervision comply with this Policy;

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy 2021 | **PAGE** 8 of 9**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

* + 1. Ensure that all Contracted Service Providers receive a copy of this Policy;
		2. Ensure that this Policy is made available to People Supported and their families, substitute decision makers, and advocates when the Policy is implemented;
		3. Ensure that the vaccination status of Contracted Service Providers is confirmed and that all Required Individuals comply with this Policy.
		4. Securely record and monitor the vaccination status of Contracted Service Providers in the program/service area for which they are responsible (this function may also be centrally managed by CLG administration); and
		5. Immediately report any non-compliance by any Required Individuals to the Executive Director.
	1. **Responsibility of Required Individuals**
		1. Notify Human Resources of vaccination status and provide supporting documentation confirming same;
		2. Comply with alternative protective measures where vaccination is declined and/or where there is insufficient evidence that they are Fully Vaccinated;
		3. Cooperate with any accommodation procedures where vaccination is declined for protected reasons pursuant to the *OHRC*; and
		4. Read and understand this Policy and direct concerns, questions, or requests for further information, or training to Human Resources and/or the H&S committee.
	2. **Responsibility of Essential Visitors**
		1. Comply with this Policy and the terms/conditions of their service agreement with CLG, as applicable.
1. EVALUATION AND REVIEW

	1. The Employer will review this Policy on a regular basis and reserves the right to

modify its contents at any time, based on current available public health information and recommendations, any further legislative amendments,

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy 2021 | **PAGE** 9 of 9**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

 operational requirements, recommendations from MCCSS, MOH, MLTC, and the

 CMOH. The Policy will be reviewed by management and the Joint Health and

 Safety Committee (“JHSC”).

1. ACKNOWLEDGE SUCCESS

	1. The Executive Director will acknowledge successes regularly using the emails, letters, memos, social media etc.



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Danielle Duranceau

Executive Director

1. **PROOF OF VACCINATION**
	1. On or before September 23, 2021, all Required Individuals were required to provide one of the following:
		1. proof of COVID-19 vaccine administration as per the following requirements:
2. if the Required Individual had received only the first dose of a two-dose vaccine series approved by Health Canada, proof that the first dose was administered and proof of an appointment for a second dose; then, as soon as reasonably possible, proof of the administration of the second dose; or
3. if the Required Individual had received the total number of doses of a COVID-19 vaccine approved by Health Canada, proof of all required doses (i.e. proof that they are Fully Vaccinated); or
	* 1. written proof of a medical reason, provided by a physician or Registered Nurse in the Extended Class (i.e., Nurse Practitioner), that set out:
4. a documented medical reason why they cannot be vaccinated against COVID-19; and
5. the effective time-period for the medical reason (i.e. permanent or time-limited);

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Procedure 2021 | **PAGE** 1 of 12**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

* 1. **exemptions to the mRNA Covid vaccines almost exclusively fall into two categories at this time (**[**Medical Exemption Guidance (gov.on.ca)**](https://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/vaccine/medical_exemptions_to_vaccination.pdf)**):**
		1. an allergist/immunologist-confirmed severe allergy or anaphylactic reaction to a previous dose of COVID-19 vaccine or to any of its components that cannot be mitigated; and
		2. a diagnosed episode of myocarditis/pericarditis after receipt of an mRNA vaccine;

or

* + 1. proof that the Required Individual had completed the e-learning educatio session provided by the Employer about the benefits of COVID-19 vaccination prior to declining vaccination for any reason other than a medical reason. This education session (which will continue to be offered, including in accessible formats, as required) addresses:
1. how COVID-19 vaccines work;
2. vaccine safety related to the development of the COVID-19 vaccines;
3. the benefits of vaccination against COVID-19;
4. the risks of not being vaccinated against COVID-19; and
5. possible side effects of COVID-19 vaccination.
	1. A Partially Vaccinated Required Individual, in accordance with subsection 9.1(a)(i) shall be considered to meet the requirements of this Policy until they are eligible for a second dose, at which time they must provide proof of one of the following:
6. that they have received the second dose (i.e., proof that they are Fully Vaccinated as per subsection 9.1(a)(ii)); or
7. a medical reason for not receiving a second dose (as per subsection 9.1(b)).

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Procedure 2021 | **PAGE** 2 of 12**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

* 1. Proof that a Required individual is Fully Vaccinated must be provided to Human Resources in the form of the electronic or paper receipt provided at the time of vaccination. A Required Individual who has not provided proof satisfactory to the Employer that they are Fully Vaccinated is not considered to be Fully Vaccinated for the purposes of this Policy. For those vaccinated in Ontario, the only acceptable proof of vaccination is the receipt provided by the MOH in the following form:



* + - 1. Individuals with an Ontario photo health card can log in to the provincial portal [Ontario COVID-19 vaccination service (ontariohealth.ca)](https://covid19.ontariohealth.ca/app-identity?viewId=5KUTN5MBXWNP) to download or print an electronic COVID-19 vaccine receipt (PDF)
			2. Individuals who have a red and white health card can call the Provincial Vaccine Booking Line at 1-833-943-3900. The call center agent can email a copy of their vaccine receipt.

Proof of vaccination is to be downloaded from the site, as noted above, by the Required Individual, and submitted to Human Resources.

* 1. Proof of completion of the education program described at subsection 9.1(c) prior to September 23, 2021, must be submitted to Human Resources.
	2. Any Required Individual who has not provided proof that they are Fully Vaccinated (in accordance with subsections 9.1(a)(ii) and 9.4) by September 23, 2021, must

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Procedure 2021 | **PAGE** 3 of 12**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

complete the COVID-19 Vaccination Declaration Form attached hereto as Appendix “A” and submit a copy of same, including any relevant supporting documentation, to Human Resources by no later than October 22, 2021.

* 1. Any Required Individual who is not Fully Vaccinated will continue to be required to submit to regular Rapid Antigen Point of Care testing for COVID-19 supervised by a member of the OHSC, at a minimum of once per week or such shorter period as directed by the Employer from time to time, and provide verification of a negative test result to the member of the OHSC on a once-weekly basis or such shorter period as directed by the Employer from time to time.
1. **CANDIDATES FOR EMPLOYMENT**
	1. The Employer requires that all new candidates for employment (employed after the effective date of this Policy) be Fully Vaccinated against COVID-19. Upon hire, all new Employees will be asked to:
		* 1. complete the COVID-19 Vaccination Declaration Form indicating their vaccination status, and submit to Human Resources with relevant supporting documentation. The Form requires that Required Individuals:
2. Who are Fully Vaccinated: attach proof of vaccination for both doses;
3. Who are Partially Vaccinated: attach proof of first dose vaccine administration, and confirmation of the date of their second dose appointment, and submit documentation to Human Resources within seven days of receipt of the second dose; or
4. Proof of a medical or *OHRC*-based reason if unable to be vaccinated (refer to 9.1(b))
	1. Any Required Individual who was not fully vaccinated by September 23, 2021, is subject to weekly Rapid Antigen Testing until becoming Fully Vaccinated. The Required Individual must show proof of a negative COVID-19 test result at a minimum of once per week dependent on their shift/schedule. Refer to the Antigen Point-of-care Testing Policy for more details.

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy and Procedure 2021 | **PAGE** 4 of 12**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

* 1. Unvaccinated Required Individuals may be subject to reassignment of shifts, homes, and duties. Alternative / precautionary measures to be implemented will depend on the level of risk (refer to section 11).
	2. All Essential Visitors attending Employer premises are required to:
		1. show proof that they are Fully Vaccinated; or
		2. show proof of a negative Rapid Antigen Test result from within the previous seven days of attending any Employer premises; and
		3. use alternative precautionary measures as determined by the Employer, such as eye protection (goggles or face shield), and the use of a medical mask.
1. **ASSESSING RISK**
	1. To assess the level of risk related to COVID-19 for Required Individuals, Essential Visitors, and People Supported, the Employer will consider:
		1. The level of risk at the work site, including vaccination status and medical conditions of the individuals who live at, receive services at, or work at the site;
		2. The volume and frequency of visitors to the site;
		3. The ability of People Supported or service recipients to comply with Infection Prevention and Control precautions and protocols;
		4. The frequency and nature of face-to-face interactions between the unvaccinated Required Individual and Essential Visitor and the Person Supported;
		5. Active COVID-19 cases in the area based on current data from local Public Health authorities;
		6. The effectiveness of alternative precautionary measures as a substitute or complement for vaccination;
		7. The availability of suitable alternative work for which the Required Individual is qualified;
		8. The degree of risk posed to other Required Individuals, Essential Visitors, and People Supported;

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy and Procedure 2021 | **PAGE** 5 of 12**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

* + 1. The terms of the Collective Agreement or employment contract, as applicable;
		2. The cost of alternative precautionary measures;

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy and Procedure 2021 | **PAGE** 6 of 12**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

* + 1. The recommendations from Public Health, the CMOH, MCCSS, MOH, and other government and health authorities, including emergency orders, regulations, or legislation; and
		2. Any other factor that may impact the effectiveness of availability of alternative precautionary measures.
1. **ALTERNATIVE / PRECAUTIONARY MEASURES**
	1. The following alternative precautionary measures may be implemented in relation to unvaccinated Required Individuals, in addition to testing requirements outlined above:
		1. Enhanced PPE use (facial protection (approved medical mask and goggles) at all times);
		2. Restriction on working in high-risk environments to protect others;
		3. Limitation to working in one site location within CLG;
		4. Temporary remote work, where feasible, at the Employer’s discretion;
		5. Modifications to the work / service / support performed based on qualifications, availability, safety, and relevance; and
		6. Any other measure as deemed appropriate by the Employer in consultation with Public Health, MCCSS, and the JHSC.
2. **ACCOMMODATION**
	1. The Employer will assess any request for accommodation related to this Policy in accordance with its obligations pursuant to the *OHRC.* The Employer will assess whether accommodation is required, and/or possible, short of undue hardship.
	2. Accommodation requests will be assessed on a case-by-case basis.

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy and Procedure 2021 | **PAGE** 7 of 12**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

* 1. The Employer reserves the right to request such information as it deems necessary for the purposes of substantiating the accommodation request and, if applicable, facilitating the accommodation process.
	2. Employees requesting accommodation in relation to this Policy must:
		1. Disclose to Human Resources their need for accommodation;
		2. Provide required supporting information and/or documentation to substantiate the reason(s) that they are unable to receive a COVID-19 vaccine and any other *OHRC*-based accommodation needs; and
		3. Cooperate and participate in the Employer’s efforts to accommodate, in conjunction with the Union (if applicable), including by accepting reasonable accommodation.
	3. Any information or documentation provided in the course of the accommodation process will be held in strict confidence, and will be shared only on a “need to know” basis to facilitate the accommodation process.
1. **PRIVACY AND CONFIDENTIALITY**
	1. Each Manager shall maintain a database of the vaccination status of their Employees. Human Resources will maintain a master list of the vaccination status of all Employees. Such database will be kept strictly confidential, in a locked cabinet or password-protected electronic file, as applicable.
	2. The Employer shall ensure that all information collected pursuant to this Policy is used only for the purposes of this Policy, shared on a need-to-know basis only, stored securely, and securely deleted when no longer required.
	3. All information collected pursuant to this Policy will be safeguarded against unauthorized use or disclosure in accordance with the Employer’s Confidentiality of Information, Personal Information Protection & Electronic Documents (PIPEDA) and all applicable privacy legislation.

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy and Procedure 2021 | **PAGE** 8 of 12**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

* 1. The Employer is required, pursuant to the Instructions, to collect, maintain, and disclose to the MOH/MCSS, in a frequency and manner set out by the MCSS, at a minimum on a monthly basis, the following statistical information:
		1. the total number of Required Individuals subject to the Policy for the reporting cycle;
		2. the number of Required Individuals that provided proof of being Fully Vaccinated against COVID-19;
		3. the number of Required Individuals that provided a documented medical reason for not being Fully Vaccinated; and
		4. the number of Required Individuals that completed an educational session about the benefits of COVID-19 vaccination.
	2. No identifying information about any Required Individual will be provided to the MCSS in relation to this Policy. The MCSS may share statistical information provided pursuant to the Instructions with the MOH or local public health units.
1. **ONGOING PROTECTIVE MEASURES**
	1. ***Self-Monitoring***
		1. Employees must continue to be vigilant and perform self-monitoring for signs and symptoms of COVID-19, which typically include the sudden onset of high fever, chills, sore throat, cough, and myalgia (muscle aches and pain).
		2. Employees when ill with influenza and/or COVID-19 symptoms are not to report to work. They are to notify their direct manager immediately and arrange for testing at the assessment/testing centre. Employees must follow all public health officials’ recommendations regarding their return to work.
		3. Due to the similarity of some influenza and COVID-19 symptoms, Managers may recommend testing to rule out COVID-19.

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy and Procedure 2021 | **PAGE** 9 of 12**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

* 1. ***Outbreak Precautions***
		1. Where there is an imminent risk of an Outbreak or once an Outbreak is declared, the Chief Executive Officer will advise Managers of the Outbreak Area(s).
		2. Managers will contact all Required Individuals who are not Fully Vaccinated to inform them of the measures required.
		3. The Management Administrative Assistant leads the implementation of Outbreak control measures and updates Managers on the progress of the Outbreak and any changes requiring action, as well as any recommendations by the local public health unit to control and prevent the spread of infection.
		4. All Required Individuals, whether Fully Vaccinated or not, must follow **Enhanced Respiratory Precautions** (as defined at section 3 of this Policy) in the event of an Outbreak.
	2. ***Ongoing Protective Measures***
		1. The Employer and all Employees shall continue to comply with all existing COVID-19 infection prevention and control measures put in place in response
		2. to the COVID-19 pandemic, as set out in CLG’s Covid-19 Vaccination Policy, which include, but are not limited to:
1. Enhanced hand hygiene, including washing one’s hands with soap and water for at least 20 seconds (or using alcohol-based hand sanitizer if soap and water are not available) often throughout the day while at work;
2. Avoiding touching one’s eyes, nose or mouth while at work, unless one has just washed one’s hands;
3. Maintaining a distance of at least two metres from others while at work, even when a face mask is worn;

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy and Procedure 2021 | **PAGE** 10 of 12**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

1. Wearing a face mask in any area where one might encounter another individual while at work (unless they are unable to do so for a medical reason or other reason protected by the *OHRC*, in which case accommodation must be requested in accordance with this Policy);
2. Completing a COVID-19 self-screening daily prior to commencing work;
3. Self-monitoring, and reporting exposures to, symptoms of, or a positive test result for COVID-19 to one’s supervisor; and
4. Following all relevant public health guidance relating to quarantine/self-isolation and staying home when sick.
5. **TIMELINE FOR POLICY COMPLIANCE**
	1. Existing Employees who have not provided proof that they are fully vaccinated in accordance with subsections 9.1(a)(ii) and 9.4 by September 23, 2021, must comply with subsections 9.6 by no later than October 22, 2021.
	2. New Employees must provide proof in accordance with subsection 9.7 by no later than 30 days from the first day on which they attend the Employer’s premises to work, provide caregiving, commence a student placement, or volunteer. In the interim, such Required Individuals will be subject to the testing requirements in subsection 9.7.
	3. The Employer may grant an extension of the requirements under section 9 of this Policy of a reasonable duration to new or existing Employees, on a case-by-case basis.
	4. All other sections of this Policy come into full force and effect for both existing and new Employees effective September 23, 2021.

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy and Procedure 2021 | **PAGE** 11 of 12**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

1. **CONSEQUENCES FOR NON-COMPLIANCE**
	1. In accordance with the Employer’s Human Resources Policies, the Collective Agreement, as applicable, and any applicable legislation, directive, and/or policy(ies), Employees who fail to comply with this Policy will be subject to administrative and/or disciplinary measures.
2. **RELATED POLICIES**
	1. This Policy shall be read, interpreted, and applied in conjunction and in accordance with:
		1. Occupational Health & Safety,
		2. Personal Information Protection and Electronic Documents (PIPEDA),
		3. Confidentiality of Information,
		4. Personal Health Information Protection (PHIPA),
		5. Return to Work
3. **RESOURCES**
	1. ***COVID-19***
* [Government of Canada – Coronavirus disease (COVID-19)](https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html)
* [Public Health Ontario – Coronavirus Disease 2019 (COVID-19)](https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus)
* [World Health Organization – Coronavirus](https://www.who.int/health-topics/coronavirus#tab=tab_1)
* [Centres for Disease Control and Prevention – About COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html)
* [Ministry of Health – COVID-19 Reference Document for Symptoms](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf)

|  |  |  |
| --- | --- | --- |
| **SECTION**Health & Safety | **SUBJECT**COVID-19 Vaccination Policy and Procedure 2021 | **PAGE** 12 of 12**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ADOPTED: DAY MONTH YEAR** 21 09 2021 |
| P:\10 - HEALTH & SAFETY\Health & Safety, Covid-19 Vaccination Policy 2021.docx | **REVISED:** 07 10 2021 |  |

* 1. ***Immunization***
* [Government of Canada’s *Canadian Immunization Guide*](https://www.canada.ca/en/public-health/services/canadian-immunization-guide.html)
* [Government of Canada’s *National Advisory Committee on Immunization (Statements & Publications)*](https://www.canada.ca/en/public-health/services/immunization/national-advisory-committee-on-immunization-naci.html)
* [Government of Canada’s *Vaccine Safety in Canada*](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/healthy-living/immunization-vaccine/vaccine-safety-poster-eng.pdf)
* [Government of Canada’s *Approved COVID-19 Vaccines*](https://www.canada.ca/en/health-canada/services/drugs-health-products/covid19-industry/drugs-vaccines-treatments/vaccines.html)
* [Ottawa Public Health’s *COVID-19 Vaccination in Ottawa*](https://www.ottawapublichealth.ca/en/public-health-topics/covid-19-vaccine.aspx)





**COVID-19 Vaccination Declaration Form**

 Appendix A

This COVID-19 Vaccination Declaration Form must be completed and submitted as soon as possible and no later than October 22, 2021, to Human Resources along with substantiated proof/documentation if necessary.

Supporting documentation must provide details about the nature of the medical reason/disability that limits or restricts you from being vaccinated is to be submitted along with this form to the Human Resources. This information is needed so that Human Resources can determine whether CLG is required to accommodate you and, if so, whether it is possible, in the circumstances, to provide an accommodation.

Depending on the information provided additional supporting evidence may be requested. Examples of who may provide attestation includes Primary healthcare provider (physician, nurse practitioner).

Failure to complete this Form will result in you being considered “unvaccinated” in accordance with CLG’s COVID-19 Immunization Policy and Procedure and subject to the provisions therein.

**Unvaccinated staff** will be subject to enhanced screening and additional precautionary measures including, but not limited to:

• wearing enhanced PPE (facial protection) at all times;

• **Rapid Antigen Testing beginning September 23, 2021 at the latest and show proof of a negative COVID-19 test result at a minimum one time per week dependent on shift/visitation schedule**;

• may be restricted from working in high-risk environments and/or limited to working in one location or cluster within CLG to protect people supported

**SINGLE EMPLOYER RESTRICTIONS**

On August 24, 2019, the government introduced amended regulations that provide that unvaccinated employees will continue to be prohibited from engaging in secondary employment in residential settings for more than one employer in the same congregate care sector (i.e. Developmental Services, Intervenor Services, Shelters). **This restriction will be lifted for fully vaccinated employees on September 23, 2021.**

As of September 16, 2021:

**VACCINATION STATUS:** Name of Staff (print name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**** I have received/intend to receive the COVID-19 vaccine and will provide a copy of my vaccination records to Human Resources within one (1) week after receiving the vaccine. Attach a copy of the certificate provided, and enter dates below

 Fully Vaccinated: 1st dose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2nd dose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Partially Vaccinated: 1st dose: \_\_\_\_\_\_\_\_\_\_\_\_Date of 2nd dose appointment:\_\_\_\_\_\_\_\_

**** I am unable to receive the COVID-19 vaccine for medical reasons. Note: Supporting documentation from your treating physician / registered nurse practitioner establishing your medical restriction and its duration must be submitted with this Form.

Please provide details below and attach relevant supporting documentation.

**** I decline to receive the COVID-19 vaccine for personal reasons. Note: Staff will be required to complete an educational training assigned by CLG and will then be asked to complete a form verifying they have completed the training and asked if their decision to not be vaccinated remains the same.

Please provide details of this reason below and attach relevant supporting documentation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date