

DIRECTIVE

Directive No.:
2021-02

Date Issued:
09/16/2021

Updated:

Authority: | This Directive is issued under the authority of the General Manager of SSHA.

Subject: | **Direction on mandatory COVID-19 vaccination for staff of City funded Shelter, 24-hour Respite and 24-hour Women's Drop In providers.**

**Directive or
Required Action:**

Vaccination Requirement:

All Shelter, 24-hour Respite and 24-hour Women's Drop In providers, including those operating temporary COVID-19 response sites and hotel programs ("Providers"), shall create a mandatory policy requiring that all persons working at any site operated by the Provider (the Provider's site(s)) be fully vaccinated with a COVID-19 vaccine series.

- a) The Provider's vaccination policy for its employees, volunteers and students shall align with the [City of Toronto's Mandatory COVID-19 Vaccination Policy \(attached\)](#), including the prescribed timelines, and shall include, the following core elements:
 - I. requirements for all employees, volunteers and students to be fully vaccinated with a COVID-19 vaccine series by a specific timeline, but by no later than October 30, 2021
 - II. new employees to be fully vaccinated as a condition of being hired
 - III. proof of vaccination documentation, and storage according to agency human resource policies and privacy legislation.
 - IV. accommodation for employees under the *Human Rights Code*
 - v. consequences for non-compliance with vaccination policy
- b) The Provider's vaccination policy shall also include a provision requiring the Provider's contractors to assign only fully vaccinated employees to the Provider's site(s), including but not limited to custodial staff, security staff, kitchen staff, third party agency staff, etc.
- c) The Provider shall implement a process requiring contractors to attest to the Provider that, effective October 30, 2021, all of the contractor's staff who are assigned to work at the Provider's site(s) are fully vaccinated.

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- d) By October 30, 2021, each provider shall attest to the City in writing that it has implemented a vaccination policy that includes the requirements in paragraphs (a) and (b), above, and that it has implemented the process in (c), above.

Proof of Vaccination:

- e) Providers shall maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, in accordance with organizational policies and procedures and privacy legislation. This information will only be used to the extent necessary for implementation of the vaccination policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

The standards detailed in this Directive remain in effect until further notice or subject to change due to Federal, Provincial or Municipal recommendations.

SSHA will continue to work with Providers that do not currently meet the standards to identify appropriate solutions that ensure the safety of clients and implementation of appropriate public health measures for infection prevention.

Providers are directed to review this Directive with your staff, senior management and board of directors and to implement all requirements.

**Purpose of
Directive:**

To provide direction on mandatory COVID-19 vaccination for staff of all Shelter, 24-Hour Respite, 24-hour Women's Drop In sites, including temporary COVID-19 response shelter sites such as hotel programs. This direction is aligned with the City of Toronto's Mandatory COVID-19 Vaccination Policy, which came into effect on September 7, 2021.

Background:

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.

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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 employees of all Shelter, 24-hour Respite and 24-hour Women's Drop In sites to be fully vaccinated in order to protect themselves against serious illness from COVID-19 as well as to provide indirect protection to others, including colleagues and clients.

All City-funded Shelter, 24-hour Respite and 24-hour Women's Drop In sites are expected to meet the minimum service standards as articulated in the [Toronto Shelter Standards](#) and [24-Hour Respite Site Standards](#), as updated and approved by Council in 2015 and 2018, respectively. These standards require shelter and respite providers to have infection prevention and control (IPAC) programs and policies in place to prevent or reduce the likelihood of transmitting communicable diseases to clients and staff. For further detail around these requirements, please see [TSS 11.1](#) and [TRS 9.1](#).

The Province of Ontario, through the *Occupational Health and Safety Act*, requires that employers ensure a safe workplace environment for their employees. The health and safety of all Shelter, 24-hour Respite and 24-hour Women's Drop In site staff, clients and members of the public remains a top priority and the City is committed to doing our part to help mitigate the current wave of COVID-19. This directive contributes to those efforts.

Resources:

- [City of Toronto Mandatory COVID-19 Vaccination Policy](#)
- [Toronto Shelter Standards](#)
- [24-Hour Respite Site Standards](#)
- [City of Toronto Mandatory COVID-19 Vaccination Policy FAQ](#)

Contact Information:

For more information about and support in implementation of this Directive, please contact your ARO.