

Ottawa Gymnastics Centre Vaccination Policy

The Ottawa Gymnastics Centre (OGC) is committed to workplace safety and to protecting our Employees, Patrons, volunteers, and contractors from COVID-19. This policy is a measure to reduce the risks of the hazards of COVID-19 and may be amended as new public health directives and/or provincial or federal government legislation, regulations and/or orders are formalized.

“Employees” means: The Ottawa Gymnastics Centre requires all employees, volunteers, officials, judges, contractors and Coaches In Training (CITs) completing placements to be fully vaccinated against the hazard of COVID-19 to support the health and safety of our workplaces and our community.

All Ottawa Gymnastics Centre Employees are required to be fully vaccinated with a Health Canada recognized COVID-19 vaccine by October 9, 2021.

“Patrons” means: All Patrons of the Ottawa Gymnastics Centre born in 2009 or earlier, including those who are supporting children in our parent assisted classes are required to be fully vaccinated for COVID-19. For those 18 year of age and older full vaccination is required by September 22, 2021. For those 12 (born 2009 or earlier) to 17 years of age full vaccination will be required by November 16, 2021.

“Medical Exemption” means: an exemption confirmed by a written document, completed and supplied by a physician (designated as “MD”) or by a registered nurse in the extended class (designated as “Registered Nurse (Extended Class)”, “RN(EC)”, “Nurse Practitioner” or “NP”) stating that the individual is exempt for a medical reason from being fully vaccinated against COVID-19 and the effective time-period for the medical reason.

Purpose

The purpose of this policy is to mandate that all Employees and Patrons of OGC born in 2009 or earlier must be fully vaccinated to work at and participate in OGC programs.

Application

This policy applies to all existing and future OGC Employees and Patrons of OGC.

Providing proof of full vaccination against COVID-19, as per this policy, is a condition of employment with the Ottawa Gymnastics Centre for all future hires.

Policy requirements

Vaccination is one of the critical protective measures against COVID-19.

As part of the Ottawa Gymnastics Centre's commitment to the continued development and implementation of workplace controls to reduce the hazards and mitigate the risks of COVID-19, all existing and future Ottawa Gymnastics Centre Employees and Patrons turning 12 years of age (born 2009 or earlier) must provide identification and proof of full vaccination against COVID-19. Acceptable proof includes documentation verifying receipt of a vaccination series approved in Canada (i.e. Pfizer-BioNTech, Moderna AstraZeneca/COVISHIELD or Janssen/Johnson & Johnson), listed for emergency use by the World Health Organization or approved by Health Canada. The list of accepted vaccines may expand in the future.

Patrons: Proof of identification and vaccination will be required for youth 12 (born 2009 or earlier) to 17 years of age at all classes starting Monday Oct 18, 2021 (at least one dose, full vaccination required by November 16, 2021). All other participants, including caregivers in the parent assisted classes are required to be fully vaccinated as of Sept 22, 2021. Patrons/Gymnastics Participants who no longer intend to participate in programming at OGC as a result of this Vaccination Policy should contact info@ottawagymnasticscentre.ca for a full refund of all remaining classes.

Employees: Must be fully vaccinated by October 9, 2021. Employees who are unable to be vaccinated must provide a valid Medical Exemption.

Accommodation Plan: Valid accommodations around vaccination are detailed by the Ontario Human Rights Commission policy statement on COVID-19 vaccine mandates and proof of vaccine certificates [here](#). No other accommodations will be considered.

Employees without an approved accommodation plan and who are not fully vaccinated against the hazard of COVID-19, in accordance with the implementation

requirements of this policy, may elect to request vacation leave or a leave of absence without pay. Otherwise employees will not be permitted to work at OGC. It should be noted that this restriction is also mandated by the City of Ottawa [here](#). Employees who do not comply with this policy may be subject to discipline, up to and including termination.

Employee support

High vaccination rates against the hazards of COVID-19 are an effective measure to reduce the spread of COVID-19.

The OGC supports employees in becoming fully vaccinated against the hazard of COVID-19 by providing:

- Where operationally feasible, reasonable arrangements can be made to allow for staff to attend COVID-19 vaccination clinics during work time, using existing applicable leave entitlements.
- Paid sick leave in accordance with their respective terms and conditions of employment or legislated leave if the employee experiences side effects to the vaccine.

Continued compliance with health and safety control

All employees and patrons must continue to follow health and safety protocols to prevent the spread of COVID-19, including but not limited to completing workplace self-screening, using and maintaining personal protective equipment, wearing appropriate masks and maintaining physical distancing as required.

Implementation requirements

Employees must disclose their vaccination status to the Ottawa Gymnastics Centre in accordance with the established processes and timelines.

Employees must update their vaccination status as they receive each dose of the COVID-19 vaccine by the dates set out in this policy.

Information and reporting

Vaccination status information will only be used and disclosed for the purpose of implementing reasonable controls to ensure the health and safety of all Employees and Patrons in the workplace through appropriate health and safety planning.

All personal information, including personal health information, will be collected, used, disclosed, retained and safeguarded in accordance with OGC policies and applicable privacy legislation.

Responsibilities

Executive Director and Assistant Director are responsible for:

- Ensuring proper application of this policy
- Ensuring service specific processes comply with organizational standards and government regulations, orders and directives
- Ensuring information and resources promoting the importance of being vaccinated and following current health and safety protocols to prevent the spread of COVID-19 are provided to employees
- Ensuring employee and patron vaccination status information is collected, maintained and disclosed in accordance with this policy and all applicable privacy legislation

Managers and supervisors are responsible for:

- Providing Employees with access to information about COVID-19 health and safety protocols and COVID-19 vaccines.
- Ensuring employees are following health and safety protocols including being vaccinated against COVID-19.
- Ensuring Employee and Patron vaccination status information is collected, maintained and only disclosed in accordance with this policy and all applicable privacy legislation.
- Ensuring employees who are not fully vaccinated have provided required medical proof of exemption or accommodation plan.
- Reviewing and managing accommodation requests in consultation with the Executive Director.

Employees are responsible for:

- Providing proof of being vaccinated against COVID-19.
- Providing proof of medical exemption if they are not fully vaccinated.
- Educating themselves about COVID-19 and COVID-19 vaccinations.
- Continuing to follow health and safety protocols to prevent the spread of COVID-19 before and after vaccination.
- Maintaining their vaccination status including obtaining boosters as they are required and providing proof of full vaccination in accordance with this policy.
- Verifying identification vaccination status of patrons entering the gym.
- Recording vaccination status of patrons entering the gym.

Patrons are responsible for:

- Providing identification and proof of being vaccinated against COVID-19.
- Providing proof of medical exemption if they are not fully vaccinated.

Monitoring/Contraventions

OGC leaders will continue to monitor public health and government directives to ensure our COVID-19 controls continue to effectively protect the health and safety of Employees and Patrons. OGC will continue to review and assess health and safety protocols to mitigate the risk of COVID-19 in our workplace and our community. Any changes to safety measures will be communicated to employees and patrons and the appropriate policies will be updated accordingly.

Employees who do not comply with this policy may be subject to discipline, up to and including termination.

Patrons who do not comply with this policy will not be allowed to attend programming at the Ottawa Gymnastics Centre

References

COVID-19 Return to Gymnastics Protocol

Leave of Absence Policy

Leave Guidelines and Return to Work Criteria

Legislative and administrative authorities

[Accessibility for Ontarians with Disabilities Act, 2005](#)(link is external)

[Canadian Human Rights Act](#)(link is external)

[Canada Labour Code Part II -Occupational Health and Safety, 2019](#)(link is external)

[Occupational Health and Safety Act](#)(link is external)

[Ontario Human Rights Code](#)(link is external)

[Ontario Ministry of Health and Ontario Ministry of Long-Term Care Directive #6](#)(link is external)[PDF opens in a new tab or window](#)

Definitions

Fully vaccinated means that it has been at least 14 days since receiving:

- A second dose of an accepted two-dose COVID-19 vaccine or a combination of accepted vaccines (Moderna, Pfizer BioNTech or AstraZeneca/COVISHIELD)
- The only dose of the single dose COVID-19 vaccine of Janssen (Johnson & Johnson)
- A complete COVID-19 vaccine series that is listed for emergency use by the World Health Organization

Proof of vaccination – Documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization including Ontario Ministry of Health, other province or territory or international equivalent indicating individual immunization status against the COVID-19 virus.

Proof of Identification - Validation of vaccination will be based on two key identifiers:

1. Name of the identification holder; and
2. Date of birth.

A photo identification is not required. Proof of identity can be established using documentation issued by an institution or public body, provided it includes the name of the holder and date of birth. Examples of identification documents that may be used to confirm the identity of the holder of the vaccine receipt include: Birth certificate, Citizenship card, Driver's licence, Government (Ontario or other) issued identification card, including health card, Indian Status Card /Indigenous Membership Card, Passport, Permanent Resident card