



# Ottawa Gymnastics Centre

## COVID - 19 Vaccination Policy

The Ottawa Gymnastics Centre (OGC) is committed to workplace safety and to protecting our *Employees* and *Patrons* 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. Please see the attached glossary for detailed definitions of italicized terms and contact the OGC via email regarding any additional questions: [info@ottawagymnasticscentre.ca](mailto:info@ottawagymnasticscentre.ca).

### Purpose

The purpose of this policy is to mandate that all *Employees* and age-specified *Patrons* of OGC be *fully vaccinated* to work at and participate in OGC programs.

### Application

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

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 Regulations and Requirements

Vaccination is one of the critical protective measures against COVID-19. High vaccination rates against the hazards of COVID-19 are an effective measure to reduce the spread of 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* 12 years of age (born in 2010 or earlier) must provide *personal identification* and proof of full vaccination against COVID-19. *Patrons* who turned 5 years old in 2021, up to and including *Patrons* who are 11 years of age are required to have at least 1 dose of an approved COVID-19 vaccine by February 28, 2022. All *Patrons* 5 years and older must be *fully vaccinated* by May 15, 2022. *Patrons* who turn 5 years old in 2022, are required to become *fully vaccinated* within 3 months of their birthday. Acceptable *proof of vaccination* requires the use of the enhanced vaccine certificate with QR code for the full series of a COVID-19 vaccine authorized by Health Canada or any combination of such

vaccines (Moderna, Pfizer-BioNTech, AstraZeneca/COVISHIELD or Janssen/Johnson & Johnson), one or two doses of a COVID-19 vaccine not authorized by Health Canada followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, or 3 doses of a COVID-19 vaccine not authorized by Health Canada. The list of accepted vaccines may expand in the future. **Vaccine receipts/certificates without a QR code will no longer be accepted.**

- *Patrons:* *Patrons* who no longer intend to participate in programming at the OGC as a result of this Vaccination Policy should contact [info@ottawagymnasticscentre.ca](mailto:info@ottawagymnasticscentre.ca) for a full refund of all remaining classes.
- *Employees:* Must provide proof of full vaccination to the OGC. *Employees* must update their vaccination status as they receive each dose of a COVID-19 vaccine in accordance with the established processes and timelines. *Employees* who are unable to be vaccinated must provide a valid *medical exemption*.

### **Accommodation Plan**

Valid accommodations around vaccination are detailed by the [Government of Ontario proof of COVID-19 vaccination](#) page and 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**

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

- Where operationally feasible, reasonable arrangements 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 as a result of the vaccine.

## **Continued Compliance**

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 (i.e.: wearing appropriate masks), and maintaining physical distancing as required.

## **Personal Information and Privacy**

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* of the OGC.

All personal information, including health information, will be collected, 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 proof of *medical 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 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 and 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 not *fully vaccinated*.

**Monitoring**

Management of the OGC will continue to monitor public health and government directives to ensure our COVID-19 measures continue to effectively protect the OGC *Employees* and *Patrons*. The OGC will continue to actively review and modify 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*, in addition to the appropriate policies being 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 permitted to attend programming at the Ottawa Gymnastics Centre.

## Glossary

**“Employees”** refers to any Ottawa Gymnastics Centre staff members, volunteers, officials, judges, Coaches In Training completing placements, and contractors.

**“Fully Vaccinated”** means that it has been a minimum of 14 days since receiving:

- The full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines.
  - The full series of a COVID-19 vaccine authorized by Health Canada or any combination of such vaccines (Moderna, Pfizer-BioNTech, AstraZeneca/COVISHIELD or Janssen/Johnson & Johnson);
  - One or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada; or
  - 3 doses of a COVID-19 vaccine not authorized by Health Canada.

**“Medical Exemption”** refers to someone who has a medical reason which prohibits them from being fully vaccinated against COVID-19. Having an active medical exemption or participating in a Health Canada approved COVID-19 vaccine clinical trial must be proven by presenting personal identification and an enhanced vaccine certificate with QR code that encodes the exemption. **Physician notes are no longer recognized as valid medical exemptions.** To obtain a medical exemption you must:

- Ask an Ontario physician or registered nurse in the extended class to submit your exemption request directly to the public health unit where the issuer’s practice is located.
- Once your exemption is accepted and entered into COVaxON by the public health unit, you’ll be able to access your enhanced vaccine certificate with QR code through the [COVID-19 vaccination portal](#).

**“Patrons”** refers to all athletes, parents entering the facility, and supporters/caregivers for parent assisted classes

**“Personal Identification”** refers to confirmation of your identity matching the proof of vaccination via an ID card. **Photo ID is not required.** Your ID must include your:

- Name
- Date of birth

Examples of accepted identification are:

- Driver’s license
- Government (Ontario or other) issued ID card
- Citizenship card

- Permanent resident card
- Indian Status Card or Indigenous Membership Card

“**Proof of Vaccination**” refers to an enhanced vaccine certificate with a QR code. The OGC will scan the QR code using the Verify Ontario application. The enhanced vaccine certificate is a more secure and convenient way to have your proof of vaccination verified and does not store any personal information. **Vaccine receipts without a QR code are no longer accepted.**

## **References**

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

[Canadian Human Rights Act](#)

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

[Occupational Health and Safety Act](#)

[Ontario Human Rights Code](#)

[Ontario Human Rights Code - Vaccine Mandates and Proof of Vaccination](#)

[Ontario Ministry of Health and Ontario Ministry of Long-Term Care Directive #6](#)

[Ontario Proof of COVID-19 Vaccination](#)