

YRDSB Immunization Disclosure Protocol – Updates- February 2022

1. Overview

The Government of Ontario implemented an immunization disclosure requirement for all publicly funded school board employees and other individuals regularly in these settings for the 2021-22 school year. *This Protocol is separate from, and in addition to, the Board's required daily self-assessment screening/confirmation process.*

According to the province and local health authorities, achieving high immunization rates in Ontario's schools through vaccination is part of a range of measures and actions that can help prevent and/or limit the spread of COVID-19 in schools and supports our goal of keeping schools open and safe for in-person learning.

Individuals subject to this Protocol will be required to provide proof of one of the following three things:

1. Full vaccination against COVID-19; or
2. A valid documented medical reason for not being vaccinated against COVID-19; or
3. Completion of a COVID-19 vaccination educational program prescribed by the Ministry of Education.

Those who are not fully vaccinated will be required to complete COVID-19 rapid antigen testing at a minimum frequency prescribed by the Ministry of Education.

2. Individuals Covered by the Immunization Disclosure Protocol

This Protocol applies to all school board employees as well as frequent school visitors and other professionals who provide services in schools and interact with students and staff, including third-party contractors. This also includes:

- All school board employees/staff, including daily and long-term occasional teachers and casual education workers;
- School board trustees;
- Student transportation drivers; and
- The following individuals if attending the school premises frequently and have direct contact with staff or students:
 - Students on educational placement, including professional services students on a placement / work-integrated learning visit (e.g., teacher candidate practicums, nurse, psychologist, behavioural therapist, speech-language pathologist, etc.);
 - Volunteers;
 - Those who provide professional services to children at school; and
 - Visitors, including third-party contractors.

3. Definitions

“Fully vaccinated against COVID-19”, per Ministry of Education documentation, means having received all of the doses required for a COVID-19 vaccine(s) approved by Health Canada or the World Health Organization (e.g., two doses of a two-dose vaccine*, or one dose of a single-dose vaccine); and having received the final vaccine dose at least 14 days ago.

*A two dose series can include mixed dose vaccinations, for example AstraZeneca-Pfizer, Pfizer-Moderna, etc.

“Educational Program” means an educational program that has been prescribed by the Ministry of Education and addresses the following learning components:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- Benefits of vaccination against COVID-19;
- Risks of not being vaccinated against COVID-19; and
- Possible side effects of COVID-19 vaccination

4. Attestation Requirement

Individuals covered by this Protocol are expected to submit a formal attestation if they are “fully vaccinated” against COVID-19 and provide proof of vaccination (i.e. upload vaccination receipt(s)). Individuals can submit their attestations at any time, as soon as they meet the definition of “fully vaccinated”.

Individuals experiencing challenges in uploading proof of vaccination should still submit a formal attestation as immediately as possible. See also: Appendix A – Obtaining Proof of Vaccination

Some individuals covered under this Protocol are employed by, volunteer at, or provide services to multiple school boards. Individuals are expected to provide separate attestations to each school board. Individuals who are not fully vaccinated by the start of school can submit their attestation throughout the school year as soon as they meet the definition of “fully vaccinated” outlined above. It is expected that newly hired or retained individuals would provide an attestation where applicable on or before the first day of attending a school board site, where possible.

The application for attestation and uploading proof of vaccination will be available for staff on September 7th, 2021, and can be accessed at this link <https://vaccinationstatus.yrdsb.ca>

5. Individuals who are not “Fully Vaccinated”

a) Proof of a medical reason for not being vaccinated

Proof must be provided by either a physician or a nurse practitioner (note: A nurse practitioner is a registered nurse who holds an extended certificate of registration under the Nursing Act, 1991).

In some instances, the medical reason for a person not being vaccinated may be time limited (e.g., timing around a procedure or other medical treatment). The documentation from the physician/nurse practitioner must specify whether the reason is permanent or time-limited. If time-limited, the documentation should indicate how long the medical reason is expected to last.

If an individual is unable to receive their vaccine for a **valid documented medical reason** but that reason is valid for a limited time, the Board will follow-up with them, within 30 days of the medical exemption expiring, and ensure the individual provides proof of vaccination, an extension to the medical exemption with a renewed date or an attestation that the individual has completed the educational program prescribed by the Ministry of Education.

Individuals who are unable to receive their vaccine for a medical reason should contact Disability.management@yrdsb.ca for more information in regards to the appropriate documentation required to be submitted.

b) Proof of completion of an educational program

Individuals who do not intend to be vaccinated and do not provide a documented medical reason will be required to participate in an educational session about the benefits of COVID-19 vaccination, outside of working hours.

Individuals are required to provide an attestation that they have completed an educational program, where required as follows:

- Complete the Education Program via vaccine attestation application. At the end of the video, staff members are required to verify that they have completed the educational program by recording the completion date at <https://vaccinationstatus.yrdsb.ca>

Individuals covered under this Protocol who are employed by, volunteer at, or provide services to multiple school boards and are not fully vaccinated are required to identify a single school board for the purposes of participating in an education program and testing.

c) Testing requirements

Individuals subject to the policy who are not fully vaccinated must regularly complete rapid antigen testing for COVID-19 and demonstrate a negative result, at a minimum interval of three times weekly: **Test 1: Sunday; Test 2: Tuesday; Test 3: Thursday; Repeat;** and provide verification of the negative test result by reporting on the vaccine attestation application. Individuals will be expected to fulfill testing requirements outside of working hours.*

For individuals who are covered by this Protocol but are less frequently in direct contact with students or staff, frequent testing may not be possible or reasonable. In these cases, the individual must

complete a rapid antigen test as part of screening and demonstrate a negative test result, prior to interacting with students or staff.

For the purposes of RAT kit distribution, Rapid Antigen Test Kits are available to be picked up at your home school location. For individuals requiring alternative arrangements, please email immunization.disclosure@yrdsb.ca.

Steps for Addressing Non-Compliance

All staff members are expected to take all the necessary steps possible to be in compliance.

Human Resources Services will monitor the compliance status of employees. The names of employees who are not compliant with any required component of the Immunization Disclosure Protocol (e.g. attestation, rapid antigen testing if applicable, etc.) will be shared with the applicable.

Manager/Administrator. Human Resource Services will only share an employee's **compliance** status, not information regarding the employee's **vaccination** status.

Managers/Administrators will follow up with employees who are non-compliant by providing support towards achieving compliance. Progressive steps **will** follow in the event of continued non-compliance.

Employees who are non-compliant with the Immunization Disclosure Protocol will be placed off work on unpaid leave.

6. Data Reporting Requirements

a) Individuals Covered by the Protocol

The Board shall determine the total number of individuals subject to this Protocol. When reporting to the ministry, the Board shall be explicit on categories of individuals captured, including any deviations from the above list.

b) Statistical Information and Reporting

The Board shall collect, maintain, and disclose key data metrics that relate to this Protocol to the Ministry of Education on a monthly basis.

The Board shall provide the Ministry with the following information:

- a. Total number of individuals to which this policy applies;
- b. Total number of individuals who have attested to/and provided proof of being fully vaccinated against COVID-19;
- c. Total number of individuals who have received additional doses exceeding the number of doses required for full vaccination against COVID-19; "Booster shot"
- d. Total number of individuals who have attested to being fully vaccinated, without supporting documentation;

- e. Total number of individuals who have attested to having received the required doses of the vaccination, except 14 days has not yet passed since their last vaccination date OR who are partially vaccinated and have attested to having a scheduled appointment for the second/final vaccination dose
- f. Total number of individuals who provided a documented medical reason for not being fully vaccinated against COVID-19;
- g. Total number of individuals who have attested to not being fully vaccinated (excluding those in d and e above)
- h. Total number of individuals who have completed an educational session about the benefits of COVID-19 vaccination
- i. Total number of individuals who have not yet submitted the attestation, for all individuals in a school board's HRIS;
- j. Of those in f above, total number of individuals who have completed an educational session about the benefits of COVID-19 vaccination
- k. Of those in f above, total number of individuals who have not yet completed an educational session about the benefits of COVID-19 vaccination, where applicable
- l. Percentage of individuals who have attested to being fully immunized (with supporting documentation); and
- m. Percentage of individuals who have attested to being fully immunized (without supporting documentation).
- n. Percentage of individuals who have attested to being fully immunized (with or without supporting documentation) out of those individuals who have submitted an attestation

When reporting to the ministry, the Board shall be explicit on categories of individuals captured, including any deviations from the above list.

The Board will publicly post aggregated, depersonalized board-level data on a monthly basis.

The Board will not provide any identifying information to the ministry and should communicate to all individuals who are subject to the Protocol that information will be shared with the Ministry in aggregate form.

7. Privacy

The personal information collected under this Protocol will only be used by the Board for the purpose of complying with the Protocol, including but not limited to the review of completed attestations and verification of accompanying supporting documentation for accuracy and completion. For volunteers, visitors or third-party contractors, a name and e-mail address is required to create an account in the online attestation portal for submitting attestation documentation.

Unless otherwise required or advised by the ministry, the personal information collected under this Protocol will be retained for the 2021-22 school year.

8. Privacy – Collection and Use of Personal Information

In furtherance to the province's and local health authorities' objective to achieve high immunization rates in Ontario schools, the Office of the Chief Medical Officer of Health ("OCMOH") issued instructions to school boards to develop COVID-19 vaccination policies which require the provision of proof of vaccination against COVID-19 and other provisions for those not "fully vaccinated" (see above section 5. *Individuals who are not "Fully Vaccinated"*).

The information collected will only be accessed on a need to know basis by authorized staff from the YRDSB for the purposes of complying with the OCMOH instructions, keeping children and youth safe and in school to the fullest extent possible, and complying with this Protocol, including but not limited to the review of completed attestations and verification of accompanying supporting documentation for accuracy and completion.

Key data metrics will be reported to the Ministry of Education. These metrics and any information shared with the Ministry of Education will be in aggregate form and will not contain any personal identifiable information. Aggregated, depersonalized board-level data will also be posted on the YRDSB's public website.

Unless otherwise required or advised by the Ministry of Education, the information collected will be retained by the YRDSB for the 2021-22 school year.

Appendix A: Obtaining Proof of Vaccination

1. Green Ontario Health Card

After vaccination, individuals with an Ontario photo health card can log in to the provincial portal to download or print an electronic COVID-19 vaccine receipt (PDF) for each dose received.

[COVID-19 vaccine booking support | COVID-19 \(coronavirus\) in Ontario](#)

Receipts are available:

- for first and second doses received in Ontario regardless of where you were vaccinated in Ontario (for example, at a mass immunization clinic, hospital, pharmacy, or primary care setting)
- for doses received out of province, if reported to the local public health unit (and if approved international vaccines²) To log in to the provincial portal and download vaccine receipt(s), individuals will need the following:
- a green photo health (OHIP) card (you will need numbers from both the front and back of the card, expired cards will be accepted)
- date of birth
- postal code

Steps to download receipts(s):

- Scroll to the bottom of the page and acknowledge that you have read and understood the terms of use;
- Enter the requested personal information and press “Continue”;
- Select “Continue” under the header: “Vaccination Receipts”; and
- Click “Download the Receipt” for the desired vaccination date.

2. Red and White Ontario Health Card

If you have a red and white health card, call the Provincial Vaccine Booking Line at 1-833-943-3900. The call centre agent can email you a copy of your receipt.

3. Other Circumstances

Individuals in the following circumstances should contact their local public health unit for further information:

- Individuals without an Ontario health card (or who did not provide their Ontario health card at the time of vaccination) should contact public health for a copy of their receipt
- Individuals who did not receive a Canadian approved vaccine
- Individuals who have received an out-of-province vaccination and have not yet contacted their local public health unit should do so to ensure their records are validated and recorded
- Individuals who have questions or concerns about the information supporting their COVID vaccine receipt

The majority of people who were vaccinated in Ontario were provided a receipt from the Ministry of Health (MOH) with the individual's name, date of vaccination and product name (i.e., Pfizer, Moderna, etc.). However, there may be some exceptional instances where an individual cannot easily present or upload a digital copy of their vaccine receipt. Please contact immunization.disclosure@yrdsb.ca for additional support in collecting acceptable proof of vaccination.

COVID-19 Booster Shot

The web application is now updated where staff can now upload their Booster Shot.

You can submit your receipt for your COVID-19 booster dose by logging into the vaccine attestation web application, selecting Fully Vaccinated and uploading a copy of your electronic COVID-19 vaccine receipt (PDF).

I have the proof of **PDF** vaccination receipt(s) and ready to upload

Vaccine receipt with booster dose is now accepted for upload.

Individuals with an Ontario photo health card **MUST** log in to the provincial portal <https://covid19.ontariohealth.ca/> to download an electronic COVID-19 vaccine receipt (PDF) for each dose received. **Please upload the receipt of your last dose.**

Choose File No file chosen

I am not able to provide a **PDF** version of my vaccination receipt(s)

Appendix B: Rapid Antigen Testing

Exclusions from Rapid Antigen testing if:

Rapid antigen screening is only for individuals who are asymptomatic. Anyone who has symptoms should seek testing at their local assessment centre consistent with provincial testing guidance.

An individual **with confirmed COVID-19 on a molecular or rapid antigen test** may resume asymptomatic screening testing after 30 days from their COVID-19 infection (based on the date of their symptom onset or specimen collection).

Note: Reporting is still required. Please see the instructions below.

Test Kits

Test kits need to be stored between 2-30°C. To avoid damage to the items in the kit, store it at room temperature (not in the freezer) and away from direct sunlight. Note: When stored in a refrigerator, all kit components must be brought to room temperature (15-30°C) for a minimum of 30 minutes prior to performing the test. Do not open the pouch while components come to room temperature. Never store the kit in your car.

Each kit contains enough supplies for 25 tests which will last an individual 8.5 weeks.

Steps for self-administering the test and reporting:

1. Self-screen using the COVID-19 School and Child-Care Screening Tool (please click on Check for Symptoms Daily) before completing the rapid antigen test

- a) If you have COVID-19 related symptoms: Follow the instructions in the screening tool for self isolation and testing if available.
- b) If you do not have any COVID-19 related symptoms, proceed with the test.

2. Where and when to do the testing:

- a) Testing must take place at an individual's residence (not at work) prior to attending work.
- b) Testing must be completed consistently on a weekly basis following the schedule below:
conducted Test 1: Sunday; Test 2: Tuesday; Test 3; Thursday; Repeat

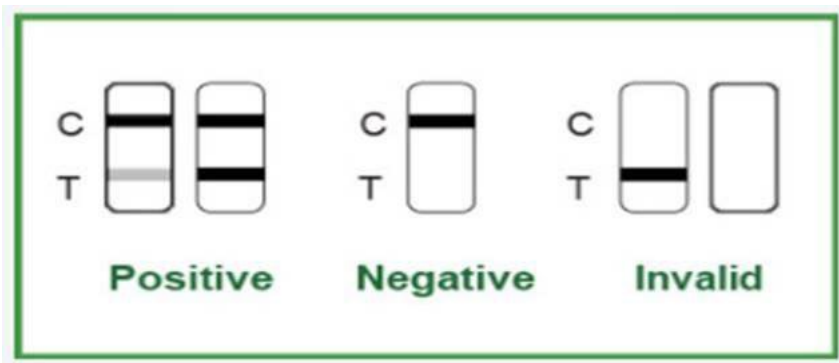
3. Instructions on how to complete Rapid Antigen Testing:

Instructions on how to complete self-testing (swab your nose) using the Panbio COVID-19 antigen rapid test are available in written or video format from Ontario Health.

- Watch the training [video](#) (August 23, 2021)
- Download [instructions](#) (August 23, 2021)

- a. Follow the [instructions](#) for self-administering the COVID-19 rapid antigen test.
- b. Read the result between 15-20 minutes after putting the liquid in the cartridge well. Your result may not be correct if you read your results less than 15 minutes or more than 20 minutes after putting the liquid in the cartridge.

Understanding your results:



Test Result - Positive

Per current Provincial testing guidance a positive a rapid antigen test (RA Test) result no longer requires PCR/rapid molecular confirmatory testing.

Any individual that receives a positive result on a COVID-19 rapid antigen test is required to:

1. Do not come to work. Isolate immediately.
2. Contact your principal/supervisor to report your absence and staff.absences@yrdsb.ca. Caretakers must also report their absence using CATS and STAR.
3. Safely return to work only after the required isolation period
 - a. You (and everyone you live with) must isolate for 10 days and until your symptoms have been improving for at least 24 hours (48 hours for nausea, vomiting, and/or diarrhea). The days start from the date your symptoms began or the date you tested positive (whichever was first). Date of symptom onset/test positive (whichever first) is actually day zero. Meaning your 10 day isolation begins the following day.

An employer has no obligation to inform a public health unit of an employee's rapid antigen test result (regardless of whether it was positive or negative).

Test Result - Negative

You can go to work.

Invalid Test Result

Repeat the test a second time. If the second test result is invalid contact immunization.disclosure@yrdsb.ca

Reporting the Test Result

How to reporting your Rapid Antigen test results:

Test results are to be reported on the application as follows:

Test 1: Sunday; Test 2: Tuesday; Test 3: Thursday; Repeat

How do I report test results?

1. Click on the link below to access the vaccine attestation application:

<https://vaccinationstatus.yrdsb.ca>

2. Then click on the Rapid Antigen Test tab and that will take you to the reporting page in the application. Complete this page by providing the date the test was done and record the result of your test. Once submitted your test results will be displayed in the table on the right side on this page. The application will keep a history of all of your test results submitted. See the table below for your reference.

3. Select the test result and click choose file to upload the photo of your test result, click Submit to complete the data upload.

Rapid Antigen Test Results Data Collection

Effective Sunday November 14th individuals subject to the policy who are not fully vaccinated must regularly complete rapid antigen testing for COVID-19 and demonstrate a negative result, at a minimum interval of three times weekly: **Test 1: Sunday; Test 2: Tuesday; Test 3: Thursday; Repeat.**

Staff not fully vaccinated will be required to perform rapid antigen test consistently on a weekly basis.

Rapid antigen screening is only for individuals who are asymptomatic. Anyone who has symptoms should seek testing at their local assessment centre consistent with York Region Public Health testing guidance.

An individual with confirmed COVID-19 on a molecular or rapid antigen test may resume asymptomatic screening testing after 30 days from their COVID-19 infection (based on the date of their symptom onset or specimen collection).

Where and when to do the testing


- Completed consistently on a weekly basis with the following RA Testing schedule :
 - Test 1: Sunday; conducted**
 - Test 2: Tuesday; conducted**
 - Test 3: Thursday; conducted**
- Must take place prior to attending work.
- Reporting your results, please ensure that you upload a copy of your RA tests results and auditing is conducted weekly on Thursday at 2.00 PM.
- Please report a rationale for when you are not required to submit RA testings, for example any absences under five days.
- Please upload a photo of your test result for every submission.

Understand your results, next steps

- A **negative** test result: You may proceed to work.
- A **positive** test result: Do not come to work. Self-isolate. Code your absence as personal illness and report your absence to your supervisor in the "regular established process".
- An **invalid** test result: Repeat the test a second time. If the second test result is invalid contact immunization.disclosure@yrdsb.ca

Weekly Reporting - Must be completed based on submission cycle

Test Date:

 2022-02-24

Test Result

☒ Negative

☐ Positive

☐ Invalid

☐ Not tested due to COVID like symptoms

☐ Not tested due to short term absence

☐ Not tested part time work schedule

Long Term Absences Greater Than 5 Days

Choose File No file chosen

The file size is limited to 4MB

Submit

Submitted Test Results

Test Date	Test Result	Start Date	End Date	Submit At	A
No Results Available					

1 / 1

10 items per page

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***Please note: follow the public health guidance, in terms of PCR testing etc. ***

4. **At-Home Generated Waste**

Waste generated from at-home rapid antigen screening can be disposed of in household trash. The regulatory requirements for managing the hazardous waste under the Environmental Protection Act do not apply.

If you have any questions:

Please email immunization.disclosure@yrdsb.ca

FAQ: <https://yrdsb.sharepoint.com/sites/COVID-19/SitePages/Vaccine.aspx>