

To: All Waypoint Staff, Physicians and Volunteers (Both those working on-site and remotely)  
All Honeywell, G4S Staff  
Patient, Client and Family Council  
All Students and Medical Learners  
Any On-site Partners Providing Services for Waypoint at Waypoint Facilities

From: Carol Lambie, President and CEO

Date: August 31, 2021

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With COVID-19 cases increasing across the province and the higher transmissibility of the delta and other variants, the most severe impacts are for those who are not vaccinated. Along with our Central Region partner hospitals, Waypoint is moving forward with mandatory vaccinations to take every measure to safeguard our patients, clients, families, communities and our staff.

We have attached the shared message from all Central Region hospitals of this unified approach. For Waypoint this means that effective November 8, 2021 we are implementing a new COVID-19 vaccination policy making two doses of vaccine mandatory for all parties listed above. By this date you must be 14 days past your 2<sup>nd</sup> dose. Only those with an approved documented exemption (e.g. medical reason) are excluded. There will be progressive action up to and including termination for those who do not comply.

As we have communicated, we must also comply with the province's Directive 6 by September 7, 2021 requiring proof of vaccination.

**On-site Contractors and Service Providers Process for Reporting:**

- Contractors and other partners will receive an attestation form that will be completed and submitted by their leadership to their Waypoint point of contact.

**Waypoint Employees Process for Reporting Vaccination Status:**

- **REPORT PROOF OF STATUS by October 4, 2021**

All staff who are eligible to receive the COVID-19 vaccine must identify one of the following vaccination status options no later than **October 4, 2021**.

1. Proof of COVID-19 vaccine administration as per the following requirements:
  - a. IF PARTIALLY VACCINATED: If the individual has only received the first dose of a two-dose COVID-19 vaccination series approved by the World Health Organization proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose; or
  - b. IF FULLY VACCINATED: Proof of all required doses of a COVID-19 vaccine approved by the World Health Organization

Submit proof to [Covid19@waypointcentre.ca](mailto:Covid19@waypointcentre.ca) in the form of either:

- Ministry of Health email vaccine proof, or
- Copy of vaccine receipt from the Ministry of Health

If you need to download your record of vaccination, you can do so through the province's booking platform: [covid19.ontariohealth.ca](https://covid19.ontariohealth.ca)

2. Written proof of a medical reason, provided by either a Physician or Nurse Practitioner that sets out:
  - a. that the person cannot be vaccinated against COVID-19 **and**
  - b. the effective time period for the medical reason

Waypoint will also consider other grounds claimed under the Human Rights Code upon request from the affected staff member and the provision of evidence appropriate in the circumstances. It is incumbent on the staff member to provide such notice.

3. Decline to be vaccinated. Staff intending to select this option must provide formal notice of their choice to decline vaccination to the confidential email [Covid19@waypointcentre.ca](mailto:Covid19@waypointcentre.ca).

Staff who fail to report their status by November 8, 2021 will be considered to be unvaccinated and subject to the actions outlined in the Covid-19 Immunization Policy, up to and including termination of employment.

- **RAPID-TESTING FOR NON-VACCINATED STAFF, STUDENTS, CONTRACTORS, VOLUNTEERS**

**Effective September 7, 2021**, staff, contractors, volunteers and students who are not fully vaccinated or who have approved medical exemptions to the Covid-19 vaccine, will be required to perform rapid antigen testing, at a frequency of a minimum of twice a week, and confirm verification of negative test results while entering the building as part of the screening attestation process. Testing frequency may increase depending on circumstances and risk.

Individuals who are partially vaccinated (have received one dose of a two-dose vaccine series, or a final dose of a two-dose vaccine series within the last 14 days), should undertake rapid antigen testing until they are fully vaccinated.

Rapid antigen testing, and applicable instructions, will be available at staff exits. It is the responsibility of the staff member to ensure that they have a rapid antigen testing kit, and to confirm status at screening stations upon entry to the facility.

- **MANDATORY EDUCATION**

Anyone who is not vaccinated including people with exemptions will be required to complete Waypoint's Covid-19 Immunization e-learning. The e-learning will be assigned to all staff as a refresher and everyone is encouraged to complete this education. The educational program addresses all of 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.

Completion of this e-learning is mandatory for Waypoint staff who are not vaccinated, and failure to participate in the e-learning by the prescribed date may result in disciplinary action up to and including termination of employment.

I extend my thanks to everyone who has been vaccinated. The decision for mandatory vaccinations was not made lightly but the fourth wave is already upon us and both the number of positive cases and hospitalizations are concerning. The majority of patients in hospital are unvaccinated and we must do everything in our power to keep our patients and staff safe.

There will be additional information forthcoming, including the release of a Covid-19 Immunization Policy. Waypoint staff can send questions to the confidential Occupational Health email at [Covid19@waypointcentre.ca](mailto:Covid19@waypointcentre.ca).

External contractors and partners should follow up with their Waypoint point of contact for specific details.