



Edmonton Region Child Care Association

Chapter	Human Resources	Policy #	4j
Subject	COVID-19 Vaccination Policy	Effective	October 30, 2021
Issue to	All Manual Holders	Replaces	New
Issued By	ERCCA 2021-2022 Board of Directors	Date Amended	October 19, 2021

Policy:

ERCCA is taking responsibility to ensure all involved in our child care association are taking the required precautions to maintain a safe environment.

Purpose:

Edmonton Region Child Care Association's duty, within reason, is to provide and maintain a workplace that is free of known hazards. We are adopting this policy to safeguard the health of our educators and their families; the children in our care and their families, visitors in our programs and the community at large from infectious diseases, such as COVID-19 or influenza, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from Alberta Health Services.

As we are all aware, these are uncertain times. This policy will be reviewed regularly and updated to match the most recent conditions of the COVID-19 pandemic and to reflect the current public health recommendations. As such, this policy may change from time to time and we will notify all involved of the changes.

Scope:

As of **October 30, 2021**, all employees, volunteers, and individuals who are providing services in our child care centres must be fully vaccinated, or have commenced the vaccination process (that is, received their first dose). For those not yet fully immunized, individuals must have received their second vaccine dose by **December 3, 2021**. The only exception to the policy is if the individual is protected under human rights grounds and can provide proof of exemption.

For employees that have either received an exemption, or are not fully immunized (that is, having only received zero or one dose), starting October 30th, **must provide negative test results from rapid antigen COVID-19 testing**, or they will be removed from the work schedule. The frequency of testing will be once or twice per week, depending on how often they work in-person and not exceeding 72 hours before a shift. The rapid antigen COVID-19 tests must be sought and paid for privately by the individual. Rapid antigen testing will cease when the individual is fully immunized (14 days after their second vaccine dose).



Edmonton Region Child Care Association

Other individuals who are providing services in our childcare centers, such as volunteers, post-secondary students, individuals coming in to lead activities, etc., will need to show proof of immunization before having access to our facility. If individuals have an exemption or are not fully immunized, they will be required to undergo a rapid antigen COVID-19 test and will need a negative result within 48 hours before entering the child care space. The frequency of testing will depend on how often they attend our child care, and the testing requirements will be determined by the Director. The rapid antigen COVID-19 tests must be sought and paid for privately by the individual.

As of October 30th - all individuals who are considered visitors to our program, such as parents, contract workers, and maintenance personnel, are required to show proof of immunization – QR Code- and can only enter the child care space if they are fully immunized.

Responsibility:

The Director or Executive Director will be accountable to receiving the immunization information and recording of information into a secure database system.

Procedure:

All individuals involved with ERCCA will be notified through email, posted notification and a formal letter that proof of full immunization is required to attend the program site by a specific date.

Should an employee require time away from their regular scheduled shift to obtain immunization their time away from employment, up to three hours, will be paid.

ERCCA will collect proof of vaccination, QR code- in paper or digital format. This information will be viewed by the Director or Executive Director and recorded in our TimeSavr database. No physical certification will be kept on file.

If proof of vaccination cannot be provided, proof of a negative Rapid Antigen test must be provided. The Director will then establish a testing schedule, following Alberta Health Guidelines. Failure to comply with the schedule and show proof of a negative test will place the individual on unpaid leave. The cost would be to the employee.

Educators who are not able to provide proof of immunization or have not received an exemption, will be placed on unpaid leave for one pay cycle and through discussion with the Executive Director, the next steps will be determined. (ex. notice of severance).

All others who are not able to provide proof of immunization or provide an exemption and undergo rapid antigen testing will be denied access until they can share proof of full immunization.

Additional Information:

Where to find proof of vaccine?

- Print one from MyHealth Records or <https://albertavaccinerecord.ca/#/>.
- If your record is in electronic form, you may show your QR code on your cell phone.