

	<b>Corporate Guideline</b>	
	Section: <b>Health and Safety</b> <b>Township Facilities Vaccination Guideline</b>	
	<b>CG # OHS-055.2</b>	<b>Page 1 of 4</b>
Revision Date:	Issue Date: September 2021	
Approved by: Corporate Leadership Team	Review Date: June 2022	

**PURPOSE**

The purpose of this guideline is to promote a safe, healthy, respectful, and positive environment for members of the public, volunteers, and staff.

Included in this commitment is an understanding that organizations using Township facilities must take primary responsibility for managing the behavior of all associated participants, volunteers, officials, spectators, patrons, parents, guests, and the general public.

The Province of Ontario requires all organizations using Township facilities to develop and implement their own Safe Return to Sport policies and/or protocols which will help support the Township policy.

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**SCOPE**

This guideline applies to settings where patrons must be fully vaccinated including:

- Indoor areas where spectators watch sporting events
- Indoor areas of facilities for sport and recreational fitness activities
- Indoor areas of meeting and event spaces (e.g., banquet halls)

This guideline applies to all persons, excepting any noted exclusions per this guideline (residents, non-residents, volunteers, tenants, and staff) who access Township facilities.

This guideline is intended to align with:

- Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, ONTARIO REGULATION 364/20 formerly under Emergency Management and Civil Protection Act, August 24, 2021;
- O. Reg 645/21 Rules for Areas at Step 3 and at the Roadmap Exit;
- Corporate Health and Safety Statement, and
- Corporate Guideline on Violence and Harassment (OHS-043).

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**DEFINITIONS**

**Fully Vaccinated** – means:

- having the full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines,
- 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
- three doses of a COVID-19 vaccine not authorized by Health Canada.
- they received their final dose of COVID-19 vaccine at least 14 days before providing the proof of being fully vaccinated.

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**Medical Exemption** – means persons qualifying for a medical exemption as per O-Reg 645/21 and who provides a medical note from a doctor or nurse practitioner.

**Patrons** – are defined as players, participants, parent/guardian supervisors and spectators.

**Township Facility** - includes indoor recreation and cultural facilities, owned, rented, allocated, programmed, operated, or managed by the Township, intended for public use.

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## STANDARDS AND PROCEDURES

- 1) Effective September 22, 2021, patrons are required to be fully vaccinated (two doses plus 14 days) and must provide proof of vaccination along with approved ID to access the Township facilities including the Wilmot Recreation Complex, Community Centres.

**Note: If a patron chooses to not disclose their vaccination status, they will not be permitted to enter the Township of Wilmot facilities.**

- 2) The Township's primary concern is the safety of members of the public, volunteers, and staff. Security guards may be present and will be assisting in the administration of the Township Facilities Vaccination Guideline.
- 3) Patrons may be exempt under O. Reg 645/21 if they meet one of the following:
  - a. Age:
    - i. Children under the age of 12
    - ii. Patrons under 18 years of age who are entering the indoor premises of a facility used for sports and recreational facilities solely for the purpose of actively participating in an organized sport, in accordance with Ministry of Health guidance.
  - b. Medical Reasons:
    - i. Patrons with a written document by a physician or a nurse practitioner, stating that they are exempt for a medical reason from being fully vaccinated against COVID-19 and the effective time period.

**Note: Spectators that are above the age of 12 are required to be fully vaccinated and provide proof of their vaccination status and proof of identification to be permitted entry.**

- 4) Valid photo identification includes:
  - a. Ontario Driver's Licence
  - b. Ontario Health Card
  - c. Canadian Passport
  - d. Canadian Citizenship Card
  - e. Canadian Armed Forces Identification Card
  - f. Photo card issued by the Liquor Control Board of Ontario (LCBO), entitled Bring Your ID (BYID)
  - g. Secure Indian Status Card issued by the Government of Canada
  - h. Permanent Resident Card issued by the Government of Canada
  - i. Photo card issued under the Photo Card Act, 2008

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- j. Equivalent foreign photo identification such as a valid passport or European Union identity card
  - k. For individuals under the age of 16 without valid photo identification, a Birth Certificate with Proof of Vaccination will be required.
  - l. Pending government approval, on or after October 22, 2021, an enhanced vaccine certificate, as well as a verification app with QR code will be an acceptable form of proof of vaccination.
- 5) All patrons entering facilities are required to complete COVID-19 active screening and must wear a face mask or face covering and maintain physical distancing. All coaches and team staff are required to wear a face mask or face covering in all areas of the facilities including the dressing rooms, change rooms, and team benches.
  - 6) Patrons/customers that access essential/critical services including but not limited to the Township Administration Complex, cooling/warming centres, vaccination clinics and election centres, etc., are exempted from providing any proof of vaccination.
  - 7) The Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act stipulates that proof of being fully vaccinated is not required for workers or volunteers, including coaches and officials. The expectation is for these personnel to follow the existing COVID-19 protocols for their respective sporting organization(s). Furthermore, the exemption only applies for the duration that the individual is performing the duties of volunteer, coach or official, it does not apply when the individual enters the facility for other purposes.
  - 8) All behaviours, per the Township of Wilmot Violence and Harassment Guideline (OHS-043) and/or any other Township Guideline, that obstruct the process, or hinder the ability of others to use and enjoy Township facilities, or participate in Township services programs or events, or compromise the safety and health of others, including staff, are unacceptable and prohibited. Police may be called in the case of non-compliance.
  - 9) In accordance with the Occupiers Liability Act, the Occupational Health and Safety Act, the Trespass to Property Act, the Criminal Code and any other relevant Provincial Legislation, Township of Wilmot management, employees and security are authorized to respond and ask the individuals to leave the premises, and/or issue a trespass notice.

### **Harassment-Free Workplace**

- As per OHS-043 Violence & Harassment, the Township of Wilmot is committed to a harassment-free work environment, as such; harassment based on vaccination status or requirements to show proof will not be tolerated.

### **Documentation and Record Keeping**

- All personal information on this form is collected under the authority of COVID-19 Provincial Directives issued under Section 77.7 of the Health Protection and Promotion Act (HPPA), R.S.O. 1990, c. H. and is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), 2004,

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Township Records Retention By-Law 2021-37 and Governance Policy 2021-01 Records Management. The information will only be used for the purposes of complying with the directives, in tracking vaccination status and reporting statistical data as required to the Ministry of Health.

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## RESPONSIBILITIES

### Manager/Supervisor:

Managers and Supervisors are responsible for implementation, training and monitoring of this Guideline.

### Employee:

Employees are responsible for understanding and consistent implementation of this Guideline at all municipal facilities.

### Security Personnel:

Security Personnel are required to administer the vaccination screening process and maintain order to ensure a safe operating environment.

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## COMMUNICATION

A copy of this guideline will be posted on the Township's website.

Signage will be posted at all recreation facilities near the main entry doors. Signage may also be posted at other locations as needed.

Facility users who sign contracts or acquire permits from the Township will, at a minimum, be notified of the guideline and its location on the Township's website.

Staff and Security Guards will receive training on the guideline as part of implementation. Managers and/or Supervisors will review the guideline with staff as required and provide additional training as needed.

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## EVALUATION

This guideline will be reviewed / updated to align with Public Health Guidelines and Provincial requirements.

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## LEGISLATIVE REPORTING REQUIREMENTS

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## REVISION LOG

Revision Date	Description
9/15/21	Initial release