

COVID-19 Vaccination

Approved by the Board of Directors on November 18, 2021

Purpose

Momentum is committed to providing and maintaining a work environment that is safe and healthy. We will take all reasonable and necessary measures to protect our staff, volunteers, participants, and other individuals who access our facility, from illness, injury, and accidents. To that end, this policy is intended to reduce the risk of COVID-19 transmission and infection. COVID-19 remains a serious health risk in our community.

Immunization against COVID-19 is one of the best and most effective ways to prevent or minimize transmission, to preserve workforce capacity, to support the healthcare system, and to protect our staff members, participants, and community. Momentum therefore recognizes that COVID-19 immunization is of critical importance to access Momentum facilities for in-person programming, or to work together in-person as staff and volunteers, to reduce the exposure to COVID-19 in our community. Momentum staff members, participants, and other stakeholders have a responsibility to protect their own health as well as the health and wellbeing of those who are at risk when in our space.

Scope

This policy applies to all staff members, contractors, subcontractors, Board members, volunteers, participants, donors, partners of Momentum as well as members of the general public who enter Momentum facilities.

Authority

Overall authority for this policy rests with Momentum's Board of Directors. The Executive Director has specific responsibility to facilitate the communication and operation of this policy, including appropriate training and review.

All staff members, contractors, subcontractors, Board members, volunteers, participants, donors, and partners of Momentum are responsible for the success of this policy and should ensure that they take the actions required to make the policy effective and of optimal value to Momentum.

Regardless of vaccination status, it is expected that everyone continue to work towards a welcoming, caring, and safe learning and work environment consistent with Momentum's values of Integrity, Compassion & Social Justice, Equality & Respect, and Sustainability.

Policy

Proof of [full COVID vaccination](#), or proof of negative test results, is mandatory for all staff, volunteers, guests, and participants to enter Momentum's facilities.

Momentum's [Sign-in Screening](#) process includes confirmation of COVID-19 vaccination or a negative test result.

Momentum staff are required to ensure that any volunteers, guests, or participants that they invite to Momentum's facility are aware of the requirement to provide proof of vaccine or negative COVID-19 test, so they come prepared. Momentum staff who have volunteers, participants, or guests coming into the space are responsible for enforcing this requirement.

Proof of COVID-19 Vaccination

Proof of COVID-19 vaccination to be fully immunized means:

a) individuals who have received two doses of a vaccine considered valid by Alberta Health in a two dose COVID-19 vaccine series or one dose of a vaccine considered valid by Alberta Health in a one dose COVID-19 vaccine series

-and-

b) individuals for whom fourteen days have elapsed since the date on which the person received the second dose of the COVID-19 vaccine considered valid by Alberta Health of a two-dose series or one dose of the COVID-19 vaccine considered valid by Alberta Health in a one dose vaccine series.

-and-

c) in the event that Health Canada or Alberta Health amends dosage requirements to include additional doses, has received all such required booster doses within the recommended timelines.

Front Desk staff may ask anyone to provide proof of vaccination or negative test result prior to entering. Proof of vaccination includes:

a) the vaccination receipt provided to you at the time of vaccination

-or-

b) government-issued proof of vaccination, including your vaccination confirmation receipt or COVID-19 immunization card from <https://myhealth.alberta.ca/myhealthrecords>.

Alternative to Proof of Vaccination

Staff, volunteers, guests, and participants who are not immunized or unable to provide proof of full vaccination may still enter the Momentum facility if they can provide proof of a negative COVID-19 test result from a self-funded Health Canada approved rapid antigen, rapid PCR, or lab-based PCR test approved by Health Canada or the lab accreditation body of jurisdiction taken within 72 hours prior to entering the building. The option to provide a negative test result will enable anyone unable to get vaccinated the opportunity to enter the building, including for a reason based on the guidance of the [Alberta Human Rights Commission](#).

Any Momentum staff, volunteer, guest or participant who is not willing or able to get vaccinated is encouraged to speak to their primary Momentum contact (e.g., staff member to talk with their supervisor, or participant to connect with their program facilitator) regarding their situation.

Participants who are unable to provide proof of COVID-19 vaccination or a negative test result may be able to participate in programs virtually through online learning, at Momentum's sole discretion.

Momentum participants or volunteers in a fully online program are not required by Momentum to provide proof of vaccination or negative test results unless they need to access the building.

Momentum staff working remotely are not required by Momentum to provide proof of vaccination or test results unless they are required to access the building. Establishing if, and when, a staff member is required to work from the building is at the discretion of Momentum.

When Momentum staff are required to work a minimum of two days per week in the office based on the Flexible Work Options policy, they will have to self-fund the required testing to access the facility if they are not fully COVID-19 vaccinated. COVID-19 testing is an eligible expense for Momentum's Health Spending Account.

Immunization a condition for new hires

Offers of employment for any new Momentum staff members is conditional upon proof of full COVID-19 immunization with an Alberta Health approved vaccine prior to the candidates' start date.

Non-Compliance

Failure to comply with this policy will result in a Momentum staff, volunteer, guest or participant not being allowed access to Momentum's facility.

For Momentum staff, failure to comply with this policy will first result in a Momentum team member meeting to discuss their concerns regarding COVID-19 vaccination or testing and to provide them with information and access to educational resources.

If a Momentum staff member is not willing or able to get COVID-19 vaccinated or tested, they may be placed on an unpaid leave of absence for a period of time. Continued failure to comply may result in termination of employment or contract in accordance with applicable laws.

Vaccine Support

Momentum will continue to provide researched and evidenced-based information related to the COVID-19 vaccine to staff, volunteers, guests and participants.

Momentum will also ensure that time spent obtaining the vaccine, including travel time to and from the appointment, will be considered work time for Momentum staff. Momentum will also continue to provide a day off in lieu for all staff members after they receive one vaccination.

Privacy And Confidentiality

Momentum is committed to maintaining the privacy and confidentiality of personal information, in accordance with all applicable privacy legislation, including the Personal Information Protection Act.

Proof of immunization and any other personal information related to accommodation requests collected under this policy will only be collected, used, and disclosed to the extent necessary to implement this policy and meet its purposes, including to verify immunization status, evaluate conditional offers of employment, assess accommodation requests, and comply with applicable laws (including the Occupational Health and Safety Act), all with the objective of reducing the risk of COVID-19 transmission and protecting the health and safety of Momentum's staff, volunteers, participants, and the broader community. The proof of vaccination provided by any Momentum staff, volunteer, guest or participant will not be stored for any length of time.

Existing Infection Control Measures

The requirements of this policy are in addition to the existing infection control measures Momentum has implemented. All stakeholders are still required to comply with the requirements of Momentum's COVID-19 infection control measures as applicable, including though not necessarily limited to:

- a) Stay home if sick
- b) Wash/sanitize hands regularly
- c) Signing in and out of Momentum's screening protocols
- d) Disclose a positive COVID test result for themselves or member of their household.
Individuals who test positive for COVID are not to return to the office until 10 days after test results were received and symptoms are gone.

Contact and Questions

Proof of vaccination, requests for accommodation, questions about this policy, or about the collection, use or disclosure of your proof of immunization under this policy, should all be directed to your supervisor or the Human Resources Manager for staff or contractor, program facilitator for participants and Momentum's Executive Director for any other requests.

Policy Review

This policy will be in place for an indefinite period of time and will change as necessary to adapt as this situation continues to unfold. It will be reviewed and updated regularly, and at least every six (6) months, to ensure alignment with public health measures and regulations, and to confirm it adequately covers the health and safety risks it addresses. Momentum reserves the right to amend this policy at any time. Amendments to the policy may be required due to changes in public health guidelines, government or program-funder direction, and applicable laws.