

<b>SUBJECT: Covid-19 Immunization Procedure</b>	<b>Policy: C4-1</b> <b>Page 1 of 7</b>
<b>SCOPE: All Staff, Volunteers, Residents/Clients</b>	<b>Established:</b> <b>March 2021</b>
<b>MANUAL: Infection Control</b>	<b>Revised:</b> <b>September 2022</b>

## **Purpose:**

- To ensure that all residents/clients, staff and volunteers are provided the opportunity for Covid-19 immunization.
- To reduce the incidence of Covid-19 disease in Cassellholme and community
- To reduce mortality and morbidity of residents/clients and reduce staff absenteeism during the Covid-19 Pandemic.

## **Definition:**

The term “staff” is defined as all those who are on the Home’s payroll, including all departments, regardless of location or nature of work. Also included as “staff” for the purpose of this policy are any designated Essential Caregivers and Volunteers. Contract workers who enter the Home on a regular basis are also included in this definition of “staff”.

## **Points of Information:**

- **Staff who have not received their primary doses of Covid 19 vaccine and the current booster (within 6) six months will be placed on an unpaid LOA during any Covid 19 outbreaks.**
- **Conditions of NEW employment**  
**Proof of up to date Covid-19 vaccine doses, including booster(s) per Ministry of Long Term Care, except due to legitimate exceptions.**
- Covid -19 immunization is strongly recommended for all residents/clients, staff and volunteers.
- Cassellholme staff should consider it their responsibility to provide the highest standard of care, which includes receiving a Covid-19 immunization.
- Supervisors must have an increased awareness of Covid-19 like symptoms and monitor their staff for symptoms. Staff with acute respiratory symptoms should not be at work. Supervisors will monitor, enforce and stress infection control practices.
- Covid immunization for all staff is a standard of care.
- Cassellholme provides opportunity for immunization to residents and staff based on Covid – 19 vaccination protocols.

- To protect vulnerable clients/residents during the Covid-19 outbreak, staff who have not been immunized against Covid 19, must be excluded from work, without pay.

**Procedure:**

The Manager of IPAC will carry out the following:

1. Review statistics regarding Covid 19 immunizations.  
Review new literature that has become available based on statistical information, including Public Health bulletins, Ministry guidelines, National Advisory Committee on Covid 19 immunization and product monograms.  
Review existing policies on resident/staff immunization..
2. Obtain a signed Medical Directive from the Medical Director for staff and resident vaccine administration, including orders to be initiated in the case of allergic reaction. (sample attached)
3. At least quarterly, the Manager of IPAC will advise the Team Leads on each unit to prepare for resident immunization by ensuring that any resident requiring the initial series of Covid vaccine or booster, has signed consent on the chart, allergies have been noted and the list of residents to be immunized is complete. The RPN Team Lead will refer to admission documentation, PCC AND Covax to determine each resident's vaccination status.
4. Estimate the quantity of vaccine required for residents and/or staff and submit the order to the North Bay Parry Sound District Health Unit using the following link <https://forms.myhealthunit.ca/COVID-19-Vaccine-Order-Form>
5. Ensure an adequate supply of syringes, needles, alcohol swabs and sharps containers are on site or will be supplied by the health unit with the vaccine.
6. Following the vaccine clinic, submit the required report using the following link [https://forms.myhealthunit.ca/COVID-19/COVID-19-Vaccine-Reporting-Form\\_Version2](https://forms.myhealthunit.ca/COVID-19/COVID-19-Vaccine-Reporting-Form_Version2)
7. Annually and as required distribute Covid 19 educational material to all departments and units and to the Family Counsel group.
8. **RESIDENTS:** Determine date and time of vaccine administration on each unit to advise both residents and families.  
  
**STAFF:** Determine dates and times of at least 3 clinics for staff and volunteers and post signage throughout the Home.

9. Revise the staff consent form, as needed, to include the current Ministry guidance.
10. Carry out administration of the vaccine.  
**RESIDENTS:** The Manager of IPAC will provide direction to the RPN Team Lead on each unit to administer the vaccine (see policy M1.34.0, Administering Injectable Medications). The RPN Team Lead/Registered Staff on the units will administer the Covid vaccine after checking in both PCC and Covax, to ensure that the vaccine dose is due. Documentation of the immunization in Point Click Care and COVAX must be done by the Registered Staff member who administered the vaccine. The signed consent form must be kept on the resident's chart in the Physician Order section. All staff on the unit must be advised of the vaccine administration via the unit report, in order to observe residents for side effects.  
**STAFF:** The Manager of IPAC and the Clinical Services Administrative Assistant or delegates will attend the staff "Covid-19" clinics. The Clinical Services Administrative Assistant will maintain records of immunized staff. The Registered Staff administering the vaccine must ensure that each staff member has signed a consent form, review any allergies and the purpose of the vaccine and expected side effects with each staff member or volunteer.
11. The Manager of IPAC will submit staff, resident and volunteer immunization statistics to the North Bay Parry Sound District Health Unit and the MOLTC as required.

### **Record Keeping:**

Cassellholme is required to maintain a record of staff vaccinations for reference during an Covid outbreak. Upon hire, the HR assistant will enter the immunization status of all new staff on the electronic "Staff Flu shot" spreadsheet and provide a hard copy to the Clinical Services Administrative Assistant. After hire, the electronic Staff Flu shot spreadsheet will be maintained by the Clinical Services Administrative Assistant, for all departments. Any staff member receiving vaccination elsewhere, such as their physician, the Health Unit clinics or a pharmacy, or who is unable to receive vaccination because of a medical condition is required to submit proof of the immunization to the Clinical Services Administrative Assistant by the deadlines established by Cassellholme. This deadline will be set according to Covid 19 vaccination protocols to ensure the Home is prepared for a Covid outbreak. Staff who are unable to receive vaccination due to a medical condition must discuss with their physician in advance and provide a physician note.

Any staff member who has not received the primary series or a booster within six (6) months will not be permitted to enter Cassellholme during a Covid 19 outbreak and will be placed on an unpaid LOA

**Covid 19 Outbreak Management of Unimmunized Staff:**

Staff who have chosen not to be immunized (unimmunized staff) have the following option:

- Remain off work (without pay) until the outbreak is declared over.

**NOTE:** Time off work is without pay.

When the outbreak is declared over by the Health Unit, all employees can return to work.

**Requirements:**

- Communication to staff by annual signage and verbally, one to one

**Evaluation:**

- Calculation of percentage immunized annually

**Implementation of Improvements:**

- Annual "Covid shot" education

**Reporting Structure:**

- Reporting to North Bay Parry Sound District Health Unit of numbers of staff and residents vaccinated
- Reporting of immunization stats to Management group

## **MEDICAL DIRECTIVE**

### **Staff/Volunteer Covid-19 Vaccination 20\*\* - 20\*\***

Moderna/Pfizer (enter dosage as per Ministry guidance) IM with consent

Contraindications: Covid-19 vaccine should not be given to:

- People who have had an anaphylactic reaction to a previous dose
- People who have had an anaphylactic reaction to any of the vaccine components

Adrenalin 0.5 mg s/c to be given stat for adverse reaction which may include hives, swelling of the mouth or difficulty breathing.

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Dr. Nicholas Prins  
Medical Director

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Date

NP/lc

## MEDICAL DIRECTIVE

### Resident Covid-19 Vaccination 20\*\* - 20\*\*

Resident: \_\_\_\_\_

Moderna 0.5ml IM with consent for residents as per Ministry guidance

**Contraindications: Covid-19 vaccine should not be given to:**

- People who have had an anaphylactic reaction to a previous dose
- People who have had an anaphylactic reaction to any of the vaccine components

Adrenalin 0.5 mg s/c to be given for adverse reaction which may include hives, swelling of the mouth or difficulty breathing.

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Dr. N. Prins  
Medical Director

## **Covid-19 Immunization Notification**

**To** :  
**From** :  
**Date** :  
**Re** : Covid-19 Vaccination

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Our records show that you have not yet received Covid-19 immunization/booster. You are reminded that all employees of Cassellholme are expected to ensure an optimum healthy environment for our residents/clients, which includes keeping your Covid-19 immunization up to date as per Ministry guidelines.

In order to be prepared for a Covid-19 Outbreak, all staff must provide written proof of their Covid-19 immunization record to the administrative assistant of Clinical Services by \_\_\_\_\_.

In the event of a Covid - 19 Outbreak within Cassellholme, if your covid-19 immunization is not up to date you will be immediately excluded from work without pay.

Covid-19 immunization is available at:

- Most pharmacies
- Your family physician
- Health Unit clinics by appt (705-474-1400)
- Ellen Whittaker ext. 293

### **ALLERGY:**

If you have a documented allergy to Covid-19 vaccine, you are exempt from receiving it. You must provide a physician note stating this, which will be kept on file.

If you have any questions, please speak with your supervisor or Ellen Whittaker RN, BScN, Manager of IPAC at ext. 293.

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(Ellen Whittaker)

cc.

(Manager)  
File