

## FAQ: Vendors & Contractors - Directive 6

### How does Directive #6 apply to our Vendors & Contractors?

Every Covered Organization must establish, implement and ensure compliance with a COVID-19 vaccination policy requiring its employees, staff, vendors, contractors, volunteers and students to provide:

- a) Proof of full vaccination against COVID-19; OR
- b) Written proof of a medical reason, provided by a physician or registered nurse in the extended class that sets out:
  - (i) a documented medical reason for not being fully vaccinated against COVID-19, and
  - (ii) the effective time-period for the medical reason

### What are the key dates to keep in mind?

Beginning on **November 29, 2021** all Vendors & Contractors must be fully vaccinated (2<sup>nd</sup> dose received by November 16) against COVID-19 vaccine to be permitted to work on-site at Scarborough Health Network (SHN).

### When does the regular testing take effect, and how long do I need to be tested for?

Beginning October 1, 2021 until such time you have submitted proof to your organization that you are fully vaccinated (14 days post-second dose). If you have an approved medical exemption (see section below) you will require regular testing (3 times per week) so long as you are working on-site at SHN. Currently, PCR testing is the requirement, but in November 2021 SHN will announce a different form of testing to be used in the long term.

### What is the Attestation Form and where can I complete it?

The Attestation Form is to ensure that all Vendor & Contractor organizations are certifying to SHN that all of their employees, staff, and personnel entering SHN are fully vaccinated, or partially vaccinated with proof of testing, or have an approved medical exemption with proof of testing. The electronic form can be found and submitted on the SHN website (<https://www.shn.ca/vendors-contractors-onsite/>). The form should be completed by an individual with signing authority for the organization.

### What is the “SHN COVID-19 Policy Compliance Pass” and where can I obtain it?

The Compliance Pass will be available for printing and distribution to applicable staff once the electronic Attestation Form is completed. Your staff can show the Compliance Pass to SHN screeners to gain expedited entry.

**I have no symptoms of COVID-19, can I come on-site while waiting on results?**

Yes.

**What happens if I test positive for COVID-19?**

If you test positive for COVID-19, you are not to come to on-site. Please contact your own organization for next steps.

**I have COVID-like symptoms but a negative test, can I come on-site?**

Vendors & Contractors who seek testing due to the onset of COVID-19 symptoms or a high risk exposure should contact their manager/boss and not report on-site until they are cleared to do so by their own organization.

**Where can I get tested?**

You can go to any COVID-19 Assessment Centre to participate in regular COVID-19 PCR testing.

If you would like to go to one of SHN’s Assessment Centres, you must book your appointment through this link:

<https://www.shn.ca/covid19-assess/>

Location	Hours	Days
Birchmount hospital COVID-19 Assessment Centre	8 a.m. - 6:30 p.m.	Seven days a week
Centenary hospital - COVID-19 Assessment Centre	8 a.m. - 6:30 p.m.	Seven days a week

**How often do I need to be tested?**

Testing is required three times a week (over a 7 day period from Monday to Sunday). The minimum time period between tests must be at least 48 hours.

**Who is accountable to maintain the records (proof of vaccination or medical exemption)?**

The Vendor/Contractor organization is accountable for this.

**Are Vendors & Contractors required to complete regular testing until fully vaccinated?**

Yes, all Vendors & Contractors will need to comply with the SHN COVID-19 Policy, which requires regular PCR testing three times a week until fully vaccinated (14 days post-second dose).

**Who is responsible for reviewing and following up on test results?**

The Vendor/Contractor organization is accountable for this.

### **Who is accountable to report statistical information to the Ministry of Health?**

The hospital is accountable to report this information. In order to do this we require your help and will be reaching out to you if we receive a request from the Ontario Chief Medical Officer of Health. We will provide you with the type of information that is required.

### **Medical Exemption Information**

1. Vendor & Contractor organizations will notify hospitals if an employee or staff that they intend to send on-site is not vaccinated against COVID-19.
  - In cases where a Vendor/Contractor is not vaccinated, but has an approved medical exemption, the Vendor & Contractor organization will:
    - keep a record of proof of medical exemption
  - The hospital reserves the right to discuss the situation further with the Vendor & Contractor organization on a case-by-case basis
2. SHN is reviewing any approved and/or requests for medical exemptions based on medical evidence in accordance with the NACI: Statements on the Recommendations on the use of the COVID-19 vaccines, and the Ontario Ministry of Health Guidance on Medical Exemptions to COVID-19 Vaccination.
3. SHN trusts that all requests for an exemption are reviewed by your organization using these standard guidelines.

### **Emergency Exceptions**

In rare circumstances, Vendors, Contractors, and any employees working on behalf of your organization who are not in compliance with the policy may be provided with limited access to SHN. Under these circumstances, approval will need to be provided prior to arrival on-site by SHN through Workplace Health & Safety, as well as the departmental Director. Please contact your department-specific Directors for additional information.

Thank you for protecting yourself, your families and the SHN community.