

HEC's Interim COVID-19 Vaccination Policy & Procedures Information for HEC partners and stakeholders

1. Does Healthcare Excellence Canada (HEC) have a vaccination policy?

Yes. Healthcare Excellence Canada is committed to providing and maintaining a safe and healthy work environment and has implemented an interim COVID-19 Vaccination Policy as an important tool to help protect the health and safety of staff, contractors, stakeholders, as well as the community at large, from COVID-19. The policy is also intended to be consistent with HEC's purpose which is "to shape a future where everyone in Canada has safe and high-quality healthcare." In developing HEC's policy, we considered our focus areas, "our how", quality and safety perspectives, and values outlined in our [five-year strategy](#).

For example:

- Public health authorities agree that the pandemic is not over. Furthermore, there are currently active cases of COVID-19 in many areas where HEC staff and stakeholders live and work.
- Globally, we have learned much about COVID-19 risks and protective measures, and evidence continues to grow. Effective innovations, including vaccination, have been developed and broadly adopted since the beginning of the pandemic. Furthering these innovations is consistent with HEC's strategy commitment to **rapid adoption of innovations that deliver meaningful gains in quality and safety**.
- One of our values is to **be inclusive**. We note that:
 - Some HEC staff and stakeholders are – or live with those who are – immune compromised or would for other reasons face elevated risks should they contract COVID-19.
 - Some HEC staff and stakeholders live with people, such as children under 5 years of age, who are not currently able to be vaccinated.
- **Acting with integrity** is another of HEC's values. This includes together building trust, making evidence-informed choices, and supporting mutual accountability.
- Our strategy includes a **focus on care of older adults with health and social needs**. As a result, HEC staff will have in-person contact with those at higher risk of infection/adverse outcomes or who work in situations with those at higher risk, such as long-term care residents, essential care partners or staff.

2. Who does HEC's interim policy affect?

HEC's policy applies to all HEC staff and stakeholders (including without limitation, independent contractors, partners, board and committee members, coaches, faculty, clients, visitors) who enter HEC's office (located at 150 Kent Street, Suite 200, Ottawa, Ontario), who attend HEC sponsored in-person events or activities, and/or who represent HEC at external meetings and events until September 5, 2022.

3. What is considered a complete vaccination series under HEC's interim policy?

Under HEC's interim policy, staff and stakeholders are considered to have a complete COVID-19 vaccine series if:

- a) They have received a 2-dose primary series and a "booster" dose vaccine authorized by Health Canada, or any combination of such vaccines; **AND**
- b) They have received their "booster" dose of the COVID-19 vaccine at least 14 days before providing the proof of being fully vaccinated.

4. How do contractors and stakeholders provide proof of vaccination?

During this interim period (up until September 5, 2022), before entering HEC offices or attending an HEC sponsored in-person activity or an in-person activity on behalf of HEC, stakeholders are required to show proof of a complete COVID-19 vaccine series. The following will be accepted as valid proof of vaccination:

- a) A paper or digital copy of a worker's vaccine receipt that demonstrates they have a complete COVID-19 vaccine series: OR
- b) Enhanced vaccine certificate with a QR code, where applicable.

5. Will HEC retain proof of vaccination for stakeholders?

Confidentiality of personal information is important to HEC. Proof of vaccination will only be accessible to HEC personnel on a need-to-know basis for the purposes of this policy. The HEC staff member who is hosting the stakeholder will verify vaccination status by **viewing** proof of vaccination. Proof of vaccination status for stakeholders **will not be retained or stored by HEC**.

5. Does HEC have a process to accommodate individuals who are not fully vaccinated and/or cannot attend events in-person?

Yes. **During the interim period**, HEC will continue to provide a virtual option for all in-person meetings to accommodate those who may not feel comfortable attending in-person events, who do not wish to provide proof of vaccination, or who may not have completed a complete COVID-19 vaccination series.

6. Does HEC have a process for vaccination exemption?

Yes. Exemptions from this policy will only be granted based on medical reasons or other protected grounds under applicable legislation. Anyone seeking an exemption from the requirement to provide proof of vaccination must complete a Request for COVID-19 Proof of Vaccination Exemption and Accommodation Form which can be obtained by request.

If an exemption is being requested based on medical reasons, the individual must provide written proof from a physician or nurse practitioner that supports the exemption from receiving a complete vaccination series against COVID-19 for medical reasons and the effective time period for the requested exemption (i.e., permanent or time-limited). This proof must be as prescribed by relevant regulatory authorities (e.g. the [College of Physicians and Surgeons of Ontario](#) or the [College of Physicians and Surgeons of Alberta](#)).

