



BOARD OF HEALTH PROCEDURE

APPROVALS	DATE APPROVED	INITIALS
BOH:	Res No.: 08-2022	
SMT:		
MCC:		
IF APPLICABLE		
DIRECTOR:		
JOHSC:		
PPL:		

SECTION: BOARD OF HEALTH **PROCEDURE NO.:** BH-02-26

SUBJECT: COVID-19 Vaccination

APPROVED BY: Board of Health **PROCEDURE DATE:** January 2022

1. PURPOSE

- 1.1. The purpose of this procedure is to establish the process for proof of COVID-19 vaccination status for the Board of Health of the Thunder Bay District Health Unit (TBDHU).
- 1.2. This procedure supports Policy No. BH-02-26 COVID-19 Vaccination.

2. PROCEDURE

- 2.1. All TBDHU Board of Health members are required to provide proof of their vaccination status to the Medical Officer of Health and Chief Executive Officer, or to the TBDHU Privacy Officer:
 - 2.1.1 Board members who are **fully vaccinated against COVID-19** must provide proof of all required doses of a COVID-19 vaccine to meet the criteria for “fully immunized” (See Definitions).
 - 2.1.2 Board members who have a **medical exemption** to COVID-19 immunization must provide written proof of a medical reason/exemption, in accordance with the contraindications listed by the National Advisory Committee on Immunization (NACI) (Refer to 6.1) and with Ministry of Health guidance.(Refer to 6.2)
- 2.2. Board of Health members who elect not to provide proof of COVID-19 vaccination or are not fully vaccinated are deemed to be in breach of the Code of Conduct.
- 2.3. Both an informal and mediated resolution process can be followed to resolve any non-compliance, in accordance with Code of Conduct Procedure Number BH-02-20. The resolution process as it pertains to COVID-19 vaccination, will include a requirement to complete an education program on COVID-19 vaccination, approved by TBDHU.
- 2.4. When informal and mediated attempts to resolve the issue have not been successful, and when a Board member continues to be in breach of the Code of Conduct, the Medical Officer of Health and Chief Executive Officer, or designate, will be directed by Board resolution to seek dismissal of the Board member based on regulations relevant to their appointment, in accordance with Code of Conduct Procedure Number BH-02-20.

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3. SCOPE

- 3.1. This procedure applies to all members of the Board of Health for the Thunder Bay District Health Unit (municipal, citizen or provincial appointees).

4. RESPONSIBILITY

- 4.1. **Board of Health Members** are responsible for submitting proof of COVID-19 vaccination or valid medical exemptions to the Medical Officer of Health and Chief Executive Officer, or TBDHU Privacy Officer, when requested.
- 4.2. The **Medical Officer of Health and Chief Executive Officer**, as the legislated Health Information Custodian (HIC) is responsible to assess Board members proof of COVID-19 vaccination or medical exemptions, and to follow up with the Board of Health Chair regarding any members identified with an outstanding requirement for COVID-19 immunization. For the purpose of this procedure, the **TBDHU Privacy Officer** may be designated on behalf of the Medical Officer of Health and Chief Executive Officer to receive proof of vaccination from Board of Health members.

5. DEFINITIONS

- 5.1. **Fully Vaccinated:** for the purpose of this procedure, fully vaccinated means:
- The full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines, or;
 - Any other vaccine not approved by Health Canada, in accordance with Ministry of Health guidance; and,
 - The final dose of a COVID-19 vaccine series was received at least 14 days ago.
- 5.2. **Medically contraindicated:** something (such as a symptom or condition) that makes a particular treatment or procedure inadvisable.

6. REFERENCES

- 6.1. [NACI contraindications and precautions](#)
- 6.2. [Ministry of Health's guidance document on medical exemptions](#)
- 6.3. BH-02-20 Code of Conduct Procedure

7. APPENDICES/LINKS AND ATTACHMENTS

- 7.1 Policy Number BH-02-26 COVID-19 Vaccination