

Guidance for Managing Contractor COVID-19 Vaccination Status

Audience: Facilities Management, Security, Shipping/Receiving, Clinic Manager/Supervisor, and employee overseeing the Wellness Checkpoint.

Key messages:

- Canadian Blood Services is in the process of transitioning to a fully vaccinated workplace by October 31, 2021. Being fully vaccinated against COVID-19 will be a condition of employment with Canadian Blood Services following the transition period.
- Starting October 6, 2021, contractors with an agreement with Canadian Blood Services must be fully vaccinated before accessing any Canadian Blood Services sites. Fully vaccinated means that any such person must have received the required dosage of a COVID-19 vaccination approved by Health Canada.
- During the transition period (October 1-31), contractors who have not been fully vaccinated will be required to provide a negative COVID-19 result, either by PCR test or rapid antigen test, obtained 48 hours prior to entering Canadian Blood Services' facilities.
- The director/employee responsible for the work or services required from the contractor will be accountable for verifying the contractor meets requirements for entry to our sites if the contractor has not provided acknowledgement of compliance to the vaccination policy. Note: in situations where the responsible director/employee may not be at the same location where the contractor will be entering, the task will be assigned to another employee who will be on site. Those employees who are managing operational entrances at the time of arrival of a contractor will respectfully verify vaccination status. The process must be respectful, completed with dignity and with privacy in mind.
- In September 2021, the procurement department sent out letters to contractors and service providers to advise of the policy and request confirmation of compliance. A central list of companies who have agreed to comply is being maintained and will be referenced before allowing a company representative entrance to a Canadian Blood Services site.
- Questions arising from the vaccination verification process can be directed to Facilities at Ask.Facilities@blood.ca
- Questions from Vendors to Procurement can be sent to COVID19VendorQuestions@blood.ca
- Completion of the COVID-19 Wellness Checkpoint should be first followed by the vaccination verification step.

- When coordinating contractors for on-site work, you can help by ensuring awareness of the vaccination policy and compliance requirement.

Key talking points for those managing entrances

- Thank you for understanding that Canadian Blood Services will be a fully vaccinated workplace by October 31, 2021.
- We are committed to doing the right thing to protect the health and safety of all employees at Canadian Blood Services.
- We recognize that the vaccination policy may be unfavorable to some.
- Our organization will continue to show the leadership that we've shown through this pandemic.
- Thank you for complying with our vaccinated workplace policy.

How do I verify the vaccination status for contractors when they arrive?

The name of vendor/service provider appears on the [Central Contractor Vaccination Verification List](#) as having “returned” a signed letter agreeing to abide by the policy. If the contractor name is not on the central list, then the following are allowable:

- a) Vaccination proof is provided upon arrival refer to Appendix 1 for guidance.
- b) Proof of negative rapid or PCR testing result within 48 hours of arrival. This option is available until November 1, 2021, when all persons who come on-site will be required to be fully vaccinated.

Vaccination information and test results will be verified for compliance and will not be retained.

Note: If a situation arises where a contractor cannot demonstrate proof of vaccination but is required to be on site to provide a critical and/or urgent services, they will be permitted to enter. This option is available until November 1, 2021, and is to be used on an exception basis only.

Which entrances are in scope?

The contractor vaccination verification step will take place at operational entrances (not at property perimeter) along with the Wellness Check. These operational entrances include:

- a) Reception main entrances.
 - b) Shipping/receiving warehouse doorways and overhead doors.
 - c) Collections site main doors /doorways where people enter Canadian Blood Services space.
- Excluded are any perimeter entryways such as mall entrances.

Are Emergency Services in scope?

No. Emergency services including police, fire and ambulance attendants are excluded from the Wellness Checkpoint and the vaccination verification step. Emergency services will not be impeded from entering and responding to situations.

How should short in and out instances including deliveries be handled?

Short contact or in and out services including deliveries, drop-off, pick-up, or providing signatures where the contractor is not entering the facility are excluded from the vaccination verification step. Typically, these engagements are less than 15 minutes and do not require further access into a site. COVID-19 measures such as physical distancing and wearing masks applies. Where feasible, our staff should work with contractors to see if contactless delivery options can be established. The goal would be to minimize contact with delivery company employees wherever possible.

Why was 15 minutes selected as a threshold?

Public Health authorities used a guideline of 15 minutes for contact tracing to determine likelihood of COVID-19 transmission. To be cautious, a threshold of 15 minutes was identified to allow for in/out transactions such as deliveries, pick-ups and drop-offs. This threshold does not apply to any vendor/contractor/service provider who signs-in or is provided with badge/access privileges.

Will landscapers, snow removal and waste pick-up trucks be required to complete vaccination verification?

Where there is no requirement to be inside a site or building, there is no requirement to verify the vaccination status of those outside on the property. If there is a requirement to be inside a site or building for more than 15 minutes, these contractors would be subject to the same proof of vaccination requirements as other contractors. If these contractors are inside a site or building briefly, under 15 minutes, they would not have a requirement to provide proof of vaccination.

What if individuals are agitated about Canadian Blood Services' vaccination policy?

The key talking points provided in combination with de-escalation tactics such as listening and remaining respectful are recommended. Please also seek support from your supervisor/manager or Facilities Manager, as needed.

What about fee-for-service (FFS) contractors?

Canadian Blood Services fee-for-service (FFS) contractors are within scope if the vaccination policy for employees (attestation in MEDA). Security guards are within scope of this policy as they are under contract with Canadian Blood Services through their security company.

Who can request to see vaccination status for contractors?

The director/employee responsible for the work or services required from the contractor will be accountable for verifying the contractor meets requirements for entry to our sites if the contractor has not provided acknowledgement of compliance to the vaccination policy. In situations where the responsible director/employee may not be at the same location where the contractor will be entering, the task will be assigned to another employee who will be on site:

- A small and streamlined number of persons who are staffing operational entrances are required to respectfully verify vaccination status for vendors/contractors/service providers:

those who are staffing operational entrances such as Facilities, Security, Shipping/Receiving, Clinic Manager/Supervisor, and employee overseeing the Wellness Checkpoint.

What about mobile sites?

Contractors under agreement directly with Canadian Blood Services that are completing work at leased sites or mobiles are required to comply with vaccination verification.

Requirements for contractors and cleaners provided by the leased or mobile site are still being developed and will be communicated at a future date.

What about Construction Sites?

Sites deemed Construction Sites that are under the care, custody, and control of construction contractors do not have Canadian Blood Services operational entrances and are excluded from the Canadian Blood Services vaccination verification until formal turnover/handover to Canadian Blood Services occurs.

How do we manage visitors?

Visitors are out of scope for the contractor policy. Requirements for visitors will be communicated at a future date.

Appendix 1 – Guidance for verifying proof of vaccination

If the contractor company name is not on the central list then follow these guidelines for contractor vaccination verification.

Remember that vaccination information or test results will be viewed for verification compliance and will not be retained.

1.0 Government issued identification confirming identity, and one of the following forms of proof of vaccination:

- a) National standardized proof of vaccination (currently being developed by the federal government).
- b) Provincial standardized proof of vaccination (where available).
- c) Printed or electronic receipt issued by the public health authority, pharmacy or clinical provider that administered the vaccine.

While proof of vaccination may vary for every province, at a minimum an individual should demonstrate they have satisfied provincial requirements to be deemed fully vaccinated (all required doses of an accepted COVID-19 vaccine), including having received the final dose at least 14 days prior to being on site.

Note: Contractors and those staffing contractor vaccination verification entrances are directed to provincial or territory websites to be familiar with vaccination documentation.

Alberta

<https://www.alberta.ca/covid19-vaccine.aspx>

British Columbia

<https://www2.gov.bc.ca/gov/content/covid-19/vaccine/proof>

Saskatchewan

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-vaccine/proof-of-vaccination>

Manitoba

<https://manitoba.ca/covid19/vaccine/immunizationrecord/index.html>

Ontario

<https://covid-19.ontario.ca/covid-19-vaccine-booking-support#proof-of-vaccination>

New Brunswick

<https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/nb-vaccine.html#9>

Newfoundland and Labrador

<https://www.gov.nl.ca/covid-19/vaccine/online-vaccination-records/>

Nova Scotia

<https://novascotia.ca/coronavirus/vaccine/#proof-of-vaccination>

Prince Edward Island

<https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-19-immunization-record>

Quebec

<https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/progress-of-the-covid-19-vaccination/covid-19-vaccination-passport>

Northwest Territories

<https://www.nthssa.ca/en/services/coronavirus-disease-covid-19-updates/covid-19-vaccination-record-%20requests>

Nunavut

<https://www.gov.nu.ca/health/information/covid-19-vaccination>

Yukon

<https://yukon.ca/vaccine-proof>

Appendix 2

