

Appendix 1

COVID-19 Vaccination Policy

Data Collection and Reporting Requirements

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Reporting Requirements

Every Covered Organization must collect, maintain, and disclose, statistical (non-identifiable) information as follows:

Documentation that includes (collectively, “the statistical information”):

- i. the number of Required Individuals that provided proof of being fully vaccinated against COVID-19;
- ii. the number of Required Individuals that provided a documented medical reason for not being fully vaccinated against COVID-19;
- iii. the number of Required Individuals that completed an educational session about the benefits of COVID-19 vaccination in accordance with 1(c), where applicable; and,
- iv. the total number of the Covered Organization’s Required Individuals to whom this Instruction applies.

Organizations must not provide any identifying information to MCCSS and should communicate to all Required Individuals who are subject to the provider’s policy that only aggregate information will be shared with MCCSS and no identifying information will be disclosed.

Multi-service providers that are mandated to report similar metrics through another directive (e.g., hospitals impacted by Directive #6 of the HPPA) must adhere to the reporting requirements for all applicable directives and instructions.

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Terminology

Term	Description
Staff	<p>Total number of unique staff actively working in the organization regardless of their employment classification or employment status (FT, PT, casual).</p> <p>Do not include staff who are not actively working in the organization as a result of ministry directive, staff on maternity leave, staff that are on vacation during the entire reporting period, staff who are in Long Term Disability Benefit (LTDB) and employees terminated or on salary continuance.</p>
Student placements	<p>Total number of paid and unpaid student placements actively receiving training or providing services in the organization. Please enter 0 if there are no student placements in your organization.</p>
Volunteers	<p>Total number of volunteers actively providing volunteer services in the organization. Please enter 0 if there are no volunteers in your organization.</p>
Organization	<p>All organizations identified as “Covered Organizations” in MCCSS’ Immunization Policy are responsible for collecting, maintaining, and disclosing statistical information to the Ministry (see appendix for more information on Covered Organizations).</p>
Fully Vaccinated	<p>For purposes of this survey and the data collection regarding it, a person is to be considered as fully vaccinated when they:</p> <ul style="list-style-type: none">• have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and• at least 14 days have passed since they have received their final dose of the COVID-19 vaccine.
Reporting Period	<p>Reporting is to be completed on a monthly basis. The reporting period for this series is a full calendar month, i.e., starting date is the first of the month and the end date is the last day of the month.</p> <p>The information provided in the survey should apply only to the current month’s reporting period (e.g., do not include staff on vacation during the current reporting period).</p>

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Reporting Questions and Data Definitions

Data Element	Definition
<i>Organization Information</i>	
What is the name of your organization?	Select the name of your organization from the list.
Contact Information: Email Address	Please enter the exact email address for the service provider contact person. MCCSS may follow up with this contact if further information is needed.
In which sector does your organization provide services?	Select the sector that best represents the work of your organization from the following list:
In which region is your organization located?	MCCSS region to which the service provider reports.
<i>Staff Information</i>	
How many staff have performed duties within the organization during the last reporting period?	<p>As of the last reporting date, the total number of staff / student placements / volunteers that performed duties within the organization within the reporting period, regardless of:</p> <ul style="list-style-type: none"> • The amount of time they were within the organization (i.e., it is irrelevant if they are a volunteer who comes once every month for a few hours or a management member who works full-time) • When they were performing their duties within the organization (i.e., if reporting period is Monday to Sunday of a given week, the total number should include everyone who performed duties within the organization during that timeframe) • Their job role (i.e., include all staff at all levels, including management, all student placements, and all volunteers); and <p>Their job classification (i.e., full-time, part-time, contract, agency, other).</p>
How many student placements in total have performed duties within the organization during the last reporting period?	
How many volunteers in total have performed duties within the organization during the	

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last reporting period? Of the total number of staff, student placements and volunteers, how many were fully vaccinated by the last date of the reporting period?	<p>As of the last reporting date, the total number of staff / student placements / volunteers that performed duties within the organization during the reporting period and that provided proof that they have been fully vaccinated.</p> <ul style="list-style-type: none">• Proof of full vaccination does not need to be provided for every reporting period. Organizations should consider the staff / student placement / volunteer as fully vaccinated after having received the initial proof.• Do include those that received the one and only dose of a single-dose vaccine regimen as they are considered fully vaccinated.• As vaccination status may change during course of the reporting period, it is the person's status at the end of the reporting period that is most recent and should be recorded as such in the appropriate data category. For example, if a staff member was partially vaccinated at the beginning of the reporting period but received their second dose during the reporting period, they should be counted in this data category.
Of the total number of staff, student placements and volunteers, how many were deemed unvaccinated due to being medically exempt by the last date of the reporting period?	<p>As of the last reporting date, the total number of staff / student placements / volunteers that performed duties within the organization during the reporting period and who are deemed unvaccinated because they showed proof that they are medically exempt and their medical exemption is still valid.</p> <p>As vaccination status may change during course of the reporting period, it is the person's status at the end of the reporting period that is most recent and should be recorded as such in the appropriate data category. For example, if a person showed proof of medical exemption at the beginning of the period but showed proof of vaccination before the end of the period, they should be captured in the fully vaccinated data category.</p>
Of the total number of staff, student placements and volunteers, how many were deemed	<p>As of the last reporting date, the total number of staff / student placements / volunteers that performed duties within the organization during the reporting period and who are deemed unvaccinated because they showed</p>

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<p>unvaccinated after completing a vaccine education program and not providing proof of vaccination by the last date of the reporting period?</p>	<p>proof that they have participated in a vaccine education program and did not show proof of vaccination thereafter.</p> <ul style="list-style-type: none">• Do not include those who provided proof of vaccination in this category.• As vaccination status may change during course of the reporting period, it is the person's status at the end of the reporting period that is most recent and should be recorded as such in the appropriate data category. For example, if a person attended a vaccine education program at the beginning of the period, but then showed proof of full vaccination before the end of the reporting period, they should not be captured in this category, but rather in the fully vaccinated data category. <p>Proof of completion of a vaccine education program does not need to be provided for every reporting period. Organizations should consider the staff / student placement / volunteer as having met the requirement through completion of a vaccine program after having received the initial proof.</p> <p>Children's Treatment Centres that have waived the option of an education program and have opted to require that individuals provide only proof of vaccination status or proof of medical exemption should report "0" (zero) in this required reporting field.</p>
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