

COVID-19 Vaccination Requirements for Contractors Policy and Procedures

Manual	Infection, Prevention & Control (IPAC)	Policy Number	IPAC 22 v.1.0
Applies to	Contractors who provide any services or work in York Region’s Long-Term Care homes pursuant to a contract or agreement with York Region		
Effective Date	March 1, 2023	Replaces	N/A

PURPOSE: The purpose of this policy is to outline the COVID-19 vaccination requirements for contractors and subcontractors who provide services or work in the Region’s long-term care homes.

DEFINITIONS:

Contractors	Individuals or organizations who are engaged directly by York Region to provide specified contract work or services in-person at the Region’s long-term care homes. This may include, but is not limited to, external contractors, subcontractors, suppliers, vendors, service providers, consultants, third-party agency staff, or employees of such organizations
Primary series	The initial number of doses of a COVID-19 vaccine that a person needs to develop a strong initial immune response, as set out in NACI’s immunization schedule . Most people need two doses of an mRNA vaccine (Pfizer, Moderna) or Novavax (for those over 18 years of age) to complete their primary series. Individuals who are immunocompromised may need a three-dose primary series. ¹

POLICY: The key requirements of this policy are as follows:

1. COVID-19 Vaccination Requirements:

- Contractors must ensure that only individuals who have received a primary series of a COVID-19 vaccine are sent to execute any work in or provide any services at the Region’s long-term care homes

¹ Individuals who are immunocompromised are strongly encouraged to speak with their medical providers for further advice on the appropriate immunization schedule for them.

- Contractors are required to sign and submit an [Attestation Form](#) to confirm they will comply with this policy prior to the award of any contract
- 2. Non-compliance** with the requirements of this policy may result in York Region exercising its available contract remedies, up to and including termination of the contract
 - 3. Public health direction and local context:** Changes to the policy may be required as per guidance and directives from the Ministry of Long-Term Care and Ministry of Health, along with public health direction and local context

PROCEDURES: This section contains procedures for:

A. Submitting the Attestation Form

B. Ensuring Contractor Compliance with the Attestation Requirements

A. Submitting the Attestation Form

Contractors are required to sign and submit an [Attestation Form](#) available on York.ca, Bids and Tenders page, to confirm they will comply with this policy

B. Ensuring Contractor Compliance with the Attestation Requirements

York Region PSS Contracts and Procurement will:

- Verify a Contractor has submitted the required Attestation Form prior to awarding any contract for work or services inside York Region’s long-term care homes
- Maintain Contractors’ Attestation records

ROLES AND RESPONSIBILITIES:

Role	Responsibilities
York Region Manager, Contracts and Procurement, PSS	<ul style="list-style-type: none"> • Ensure Contractors have submitted a written attestation to comply with this policy prior to award of a contract • Assist LTC staff in matters of non-compliance where, during the confirmation of the contract, the Contractors do not comply with the requirements of this policy and/or the contract terms and conditions
Contractors	Attest in writing that they will: <ul style="list-style-type: none"> • Only assign employees, representatives or sub-contractors who have received a primary series of a COVID-19 vaccine to provide any work or services in the Region’s long-term care homes



**COMMUNITY AND HEALTH SERVICES DEPARTMENT
PARAMEDIC AND SENIORS SERVICES BRANCH
Long-Term Care**

Role	Responsibilities
	<ul style="list-style-type: none"> Continue to comply with applicable health and safety measures to reduce the risks of COVID-19

Authority	York Region Seniors Services Administration		
Related Resources	<ul style="list-style-type: none"> Vaccination and Exemption Resources, as current: Government of Canada, COVID-19 vaccine: Canadian Immunization Guide; Government of Ontario, Proof of COVID-19 vaccination; and Ministry of Health, COVID-19 Vaccine Guidance Legislation: <i>Fixing Long-Term Care Act, 2021</i> S. 23; General Regulation 246/22 S. 102; Occupational Health and Safety Act and its Regulations Related Home Policies: COV-01: Visiting Residents During COVID-19 Policy and Procedures; COV-03: Screening & Testing for COVID-19 Policy and Procedures; IPAC #21 COVID-19 Vaccination Requirements for Long-Term Care Staff, Students, Volunteers and Regional Staff Policy and Procedures 		
Approvals	Manager, Policy and Planning; Manager, Contracts and Procurement, PSS; Administrators; Legal Services and Director, Seniors Services		
Policy Contact	Senior Program Analyst	Review Period	Annually or earlier, if needed