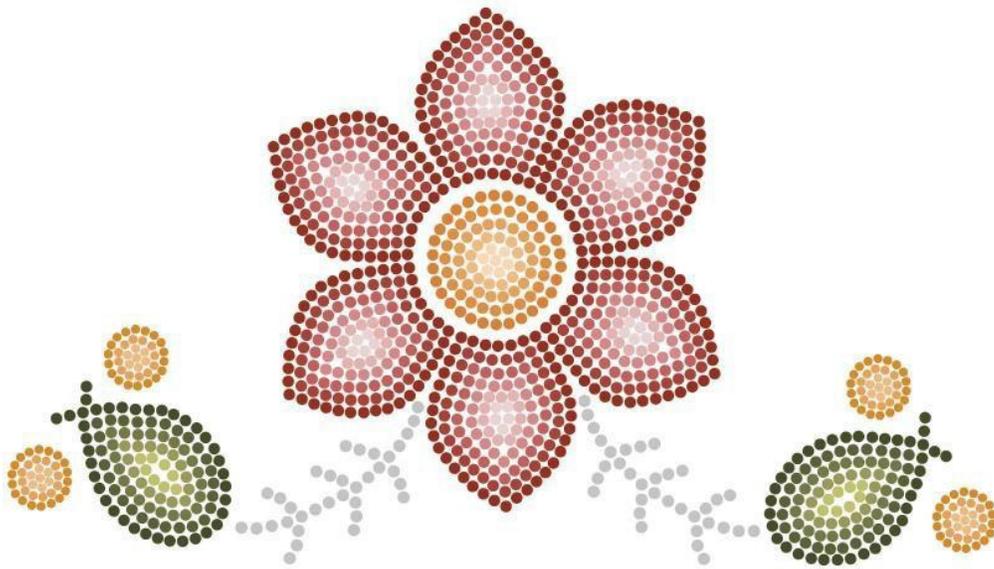


# APPENDIX A: PREVENTION OF COVID-19 IN THE WORKPLACE

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**Version 9: January 5, 2022**

## **Policy No. A1.010: Prevention of COVID-19 in the Workplace**

### **Scope:**

This policy applies to all Métis Nation of Ontario (MNO) employees, members of Community Councils or other elected officials, and other persons acting on behalf of the Métis Nation of Ontario who access or share office space with employees.

Policies and procedures related to COVID-19 and return to office are subject to change to align with provincial and federal government guidance and public health recommendations. Any changes to this policy and procedures will be made in writing and communicated.

If any part of this policy contravenes public health direction or provincial or federal legislation, public health direction and legislation will apply, unless this policy sets a higher standard for health and safety (takes a more restrictive approach), then this policy will apply.

### **Policy:**

The Métis Nation of Ontario expects employees, members of Community Councils, other elected officials, and other persons acting on behalf of the Métis Nation of Ontario to model a health and safety culture and to follow all protocols in place to support a healthy and safe workplace.

Health and safety is a shared responsibility. If employees or others are concerned about non-compliance with health and safety policies and procedures related to COVID-19, they are encouraged to speak up and state their concerns. If speaking up is not effective in changing behaviour, employees and others are asked to remove themselves from the situation and contact their People Leader or Human Resources. Council Members and other elected are encouraged to contact Community Relations, and volunteers are encouraged to contact the Branch they volunteer with.

### **Procedures:**

In order to safely return to the office, the Métis Nation of Ontario has established a Planning Team comprised of Health and Safety representatives, Regional People Leaders, Small Office Representatives, Human Resources, Communications, Community Relations and others. The Planning Team has established precautionary measures based on advice from applicable governmental bodies and public health authorities to reduce the spread of the COVID-19.

This Policy outlines the procedures for a safe return to working or volunteering in MNO office space and general guidelines for employees, community council members and volunteers of the MNO during COVID-19. Included in this policy are general guidelines, mental health, training, use of shared office space, self screening, meal breaks, client visits, PPE, proper use of masks, cleaning and disinfecting, supply ordering, hand washing, self monitoring, positive case of COVID-19 in MNO Offices, office closures, travel, meetings, time off, prevention of harassment and discrimination, privacy and the COVID-19 Vaccination Policy.

## **COVID-19 Health and Safety Plan:**

The MNO COVID-19 Safety Plan must be posted and accessible in all MNO Offices. It can be found on the U drive at Human Resources- Policies and Procedures and on the MNO's website under Governance>Reference Documents>Administrative. If requested by the Ministry of Labour and Skills Development, Prevention of COVID-19 in the Workplace Policies and Procedures as well as the MNO COVID-19 Safety Plan must be provided.

### **General Guidelines**

COVID-19 typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then the face – mouth, nose or eyes.

- Maintain physical distancing of at least 2 metres (6 feet) or more between persons, including clients and co-workers
- Wear a 3-ply mask or face covering that covers your face and mouth when in an indoor setting with others, especially when physical distancing cannot be maintained
- Wash your hands often with soap and water, when hands are visibly soiled, before and after any breaks, when you enter the office and before you leave, and before preparing food
- Use alcohol-based hand sanitizer (with greater than 60% alcohol content) if hand washing is not possible
- Sneeze and cough into your sleeve
- If you use a tissue, discard immediately and wash your hands afterward
- Avoid touching your eyes, nose or mouth
- Avoid high-touch areas, where possible, or ensure you wash your hands after
- Practice regular cleaning and disinfection, especially high-touch areas
- Always complete self screening and contact tracing prior to entering an MNO shared office space
- Minimize contact with people who are sick
- Stay home if you are sick

All employees are required to be fully vaccinated for COVID-19. The MNO will support vaccination efforts by allowing MNO employees to use their sick time to get vaccinated.

If you are ill, notify your People Leader immediately, complete the COVID-19 Self Screening Assessment provided by the Province of Ontario online or over the phone by calling Ontario Telehealth at 1-866-797- 0000 and follow instructions provided by the assessment or the telehealth nurse.

### **Mental Health Supports**

Fear, stress and worry are normal in a crisis. The COVID-19 pandemic has resulted in many changes. Employees might feel like they are no longer in control of things. It's normal to feel sad, stressed, confused, scared or worried. People react in different ways. Some common feelings include:

- a sense of being socially excluded or judged
- concern about children's education and well-being
- fear of getting sick with COVID-19 or of making others sick
- worry about losing a job, not being able to work, or finances

- fear of being apart from loved ones due to isolation or physical distancing
- helplessness, boredom, loneliness and depression due to isolation or physical distancing

Employees and their families are encouraged to use the Employee Assistance Program (Lifeworks) to access mental health tips, tools and supports, including confidential counselling.

## Training

Under Occupational Health and Safety, employees are required to know about the risks and hazards in the workplace. All employees must complete COVID-19 Employee Health and Safety Training on HR Downloads to ensure that they are aware of the risks and hazards in the workplace.

Community Councils and volunteers are encouraged to complete this training but it is not mandatory. To enroll in this training, please email [humanresources@metisnation.org](mailto:humanresources@metisnation.org).

The COVID-19 Employee Health and Safety Training course will cover:

- Safe and proper use of Personal Protective Equipment (PPE)
- Administrative controls used to prevent exposure to COVID-19 including physical distancing, handwashing and surface cleaning
- Contact tracing
- Symptoms of mental health and supports for employees

## Contact Tracing

All MNO employees, visitors, councils, vendors, and any others accessing MNO shared office spaces must sign in and out using the contact tracing sheet. They must provide their name, email and phone.

- Records of Contact Tracing will be destroyed by Office Representatives six weeks after the beginning of the sheet
- Contact Tracing records must be provided to Human Resources upon request

## Follow Posted Signage

Employees, members of Community Councils or other elected officials, and other persons acting on behalf of the Métis Nation of Ontario are expected to follow all signage related to entering or using shared office space.

## Self Screening

Prior to entering any shared MNO office space, **everyone**, including, but not limited to, employees, volunteers, community council members, citizens, and suppliers must self-screen for symptoms using the daily self-screening assessment mandated by the Province of Ontario and the MNO. The MNO's Self Screening Sheet is found in the COVID-19 Safety Plan and at the end of this document.

Employees should contact their People Leader first, then contact their health care provider, Telehealth Ontario (1 866-797-0000) or their local Public Health unit for guidance.

There is no requirement to maintain a copy of the completed daily self-screening assessment, or, for employees, to provide a copy to your People Leader.

### **Rotational Use of Shared Office Space with Capacity Limits**

Shared office spaces will be adapted to support the two metres/six feet physical distancing requirement. Everyone accessing shared office space must respect physical distancing requirements and procedures for scheduling / booking of shared office space, including contact tracing.

Employees may be required to share an office or cubicle with another employee on an alternating schedule (Group A/B) until capacity limits are lifted. All employees are required to disinfect the space after each use at the end of each day.

If physical distancing of two metres/six feet cannot be maintained due to capacity and configuration of shared office space, employees delivering client services have priority for use of the office. Scheduling of specific programs will be determined by the Branches.

- Priority of office space is given to client facing services (local employees) Monday - Friday 8:30 am - 5 pm
- Provincial employees may book space if capacity limits allow
- Councils are encouraged to plan events and limit use of space to evenings and weekends
- Councils and employees will be asked to use Outlook Calendars to coordinate office attendance
- Council members must be fully vaccinated to enter MNO shared office spaces during regular working hours or have proof of a negative rapid antigen test completed within the 24 hours prior
- If a council requires the space outside of above times, they have been given office contacts who can coordinate use of shared office space
- Capacity limits apply at all times, based on public health guidelines, or a maximum capacity where social distancing of 2 meters between all occupants can be maintained

### **Council Staff Working in MNO Shared Office Spaces**

Some councils have employed or contracted council staff who work in MNO shared office spaces. Due to health and safety obligations related to employees, council staff will be governed by the same policy and procedures as MNO employees, above.

Council staff who work in MNO shared office spaces, regardless of their role or location, must be fully vaccinated by December 15, 2021, unless they have a valid medical exemption. Until then, council staff who are partially vaccinated, or not vaccinated, must undergo regular testing and follow all other safety protocols. Proof of vaccination, or testing, must be submitted to [vaccination@metisnation.org](mailto:vaccination@metisnation.org).

Councils with council staff can contact Manager of Community Relations Loma Rowlinson [LomaR@metisnation.org](mailto:LomaR@metisnation.org) for more information.

## **Council Members Accessing MNO Shared Office Spaces During Working Hours**

Councils have meetings, host events, and deliver services from these same shared spaces. Members of PCMNO and advisory councils may also access MNO shared office spaces.

In order for meet our obligations to protect the health and safety of MNO employees, the MNO strongly recommends that all PCMNO, advisory council and community council members be fully vaccinated. Further to that, the MNO requires that any of the above accessing an MNO shared office during business hours to be fully vaccinated or have proof of a negative rapid antigen test completed within the 24 hours prior.

We are requesting that council members work together internally to ensure that the guidelines above are respected. The Community Relations team is available to support councils if any concerns or difficulties arise as a result of this.

## **Self Monitoring while In-Office or in-Person**

All employees, members of Community Councils or other elected officials, and other persons acting on behalf of the Métis Nation of Ontario are required to self-monitor for symptoms of COVID-19. Symptoms similar to COVID-19 can include, but are not limited to (that cannot be explained by other factors like allergies): fever, cough, breathing issues, muscle aches, fatigue, headaches, sore throat and runny nose.

If an employee identifies that they have developed symptoms similar to those of COVID-19, they are to immediately notify their People Leader and remove themselves from the shared office space with the least possible amount of physical contact with other employees. If an employee has been in an MNO office within the last 72 hours of the symptoms developing, the People Leader is expected to reach out to Human Resources for next steps.

If a symptomatic employee has been in close contact with other MNO employees, Human Resources will do contact tracing and ask those employees to avoid MNO offices until further notice, self monitor for symptoms of COVID-19 and reach out to their local public health unit for additional guidance. Human Resources will take every reasonable precaution to maintain the privacy of all individuals but may be required to disclose information to public health units and the Ministry of Labour and Skills Development.

Employees will be asked to reach connect to their public health unit for next steps including testing.

Employees are required to advise their People Leader of their intent to work remotely or use sick time as needed.

## **Notification of Positive (or presumed positive) Case of COVID-19 at MNO Offices**

Upon notification of a positive test for COVID19 by someone who has accessed shared office space, the Métis Nation of Ontario will take the following steps:

- The People Leader will ensure that the employee does not return to the office until they have been cleared by a health care practitioner to return based on a negative test
- The People Leader will notify Human Resources immediately and in conjunction, the People Leader and HR will:

- Conduct a risk assessment of the possible exposure to other employees, and to third parties, in relation to the affected individual
- Communicate the risk to any person identified as possibly exposed and encourage them to take precautions to protect themselves and others while self-monitoring for symptoms
- Provide information and support to affected or possibly affected employees during periods of self-isolation
- Determine whether a complete closure of the shared office space is required for enhanced cleaning and arrange enhanced cleaning
- Report any confirmed cases in MNO Offices to public health and or any other organizations as required by law
- Notify the senior leadership team by indicating that there is a positive case in a specific office – names and any other identifying details will be omitted

In the event of someone using the shared office space in the 72 hours prior to testing positive for COVID-19, enhanced cleaning protocols must be followed:

- Close off the area used by the sick person
- Close the office if the space used by the sick person cannot be closed off
- Office closures will be communicated to the local Council and Regional Councillor
- Advise Human Resources at [humanresources@metisnation.org](mailto:humanresources@metisnation.org) who will make the determination if offices are to be closed based on the advice of the public health unit
- Wait a minimum of 48 hours before disinfecting the space, a cleaner will be contracted

### **Rotation into MNO Offices under Capacity Limits**

When capacity limits are in place, and offices are open, the following guidelines apply.

The requirement to return to office is based on the operational requirements of the role, not the Branch or the person.

Roles are designated as fixed, flexible or fully remote, and as local or provincial roles.

**Fixed Roles:** in-office 100% of the working week (5 days a week) and require a fixed designated working space (desk or office)

**Flexible Roles:** in-office or community for 40-60% of the working week (rotating 3 days in office, 2 days at home/in community and 2 days in office, 3 days at home/in community) and do not require a designated office space (will share spaces with other employees)

**Fully Remote Roles:** will be at home 100% of the working week (5 days a week). Fully remote workers may book time in the office as needed based on capacity limits.

**Local Role:** A role that has direct oversight and responsibility to a region, a city or town and is inclusive of front-line client service roles, team leads, supervisors and managers. May be a fixed or flexible role.

**Provincial Role:** A role that will service the province as a whole and is not tied to a specific region, city or town. May be a flexible or fully remote role.

## **Client Visits to MNO Offices**

Clients accessing services are not required to be fully vaccinated; employees must be fully vaccinated as of December 15, 2021.

- Clients and employees must maintain six feet of distance from each other
- In the event that six feet of distance cannot be maintained
  - Employees will be required to interact behind a plastic barrier or wear a mask and/or face shield
- Clients must wear a face covering at all times except in cases where:
  - The client is a child under two years' old
  - The client has a medical condition that inhibits their ability to wear a face covering
  - The client is unable to put on or remove their face covering without help from someone else
- Clients are not required to disclose medical conditions preventing them from wearing a face covering to MNO employees providing service; however, clients unable to comply with the above guidelines will receive service remotely, over the phone, or via Zoom, or another video conferencing service
- Clients are required to self screen and complete contact tracing – the employee receiving the client is responsible for ensuring that this is completed
- If the client cannot complete contact tracing for privacy reasons, the employee may input their information in OHATS to maintain confidentiality
- If client meetings are required outside of MNO shared office spaces, all COVID-19 protocols apply

## **Meal Breaks**

When in the office, employees must stagger lunch breaks, entrance times and exit times.

Employees whose mask or face covering is temporarily removed to consume food or drink must be separated from every other person by

- a distance of at least two metres; or
- Plexiglas or some other impermeable barrier

Once an employee is finished eating or drinking, they must put their face covering back on, even though their break may not be over.

## **Masks and PPE**

Employees and anyone entering shared office spaces are required to wear masks in all shared areas, in all indoor spaces, and outdoor settings where physical distancing of two metres/six feet cannot be maintained, or as required by public health guidelines and/or MNO Health & Safety guidelines. If an employee is behind a closed door in their own office, they are not required to wear a face mask.

Disposable masks are available in case an employee or client forgets to bring one.

Wearing a mask does not replace other protective measures including physical distancing, hand washing, covering your cough or sneeze, not touching your eyes, nose or mouth with unwashed hands, self-monitoring for COVID-19 symptoms and staying home when you are sick.

- Where possible, wear a mask that is at least three layers, two layers of tightly woven material fabric, such as cotton or linen, on the inside and outside, and a filter-type fabric, such as non-woven polypropylene fabric, for the third (middle) layer; N95 or KN95 masks are recommended; simple cloth masks are not recommended
- Look for a mask that fits properly and is reusable
  - A secure fitting to cover the nose, mouth and chin contact with the face without gapping
  - No seams over the mouth and nose through which air may leak
  - Horizontal pleats to help fit a variety of faces (pleats face downward when wearing)
  - Re-usable fabric that can be washed after use or when damp and dirty.
- Disposable (non-medical) masks are single use masks and should be disposed properly in a lined garbage bag after use

### **Cleaning and Disinfecting**

Maintaining a clean environment is integral to the safety of employees and clients and is a top priority. The following steps are to be followed:

- Clean visibly soiled surfaces before disinfecting
- Wear appropriate gloves when in contact with chemical solutions, and where specified by the manufacturer
- Read and follow the manufacturer's instructions for the safe and proper application of cleaning and disinfecting products
- Employees will be asked to ensure daily disinfecting of surfaces and objects that they touch often. Items that require daily disinfecting include, but are not limited to:
  - Desks and tables
  - Chair arms and backs
  - Kitchen appliances and countertops
  - Door handles
  - Faucet handles
  - Computer keyboards
  - Phones
  - Photocopier /printer displays
  - Other common surfaces
- Commonly used cleaners and disinfectants are effective against COVID-19
- For Material Safety Data Sheets, please see the U Drive- Human Resources- Occupational Health and Safety- MSDS

### **Supply Ordering**

Each office must have three months' worth of PPE and cleaning supplies on hand. Office Representatives and Health and Safety Representatives are responsible for keeping an inventory of supplies and reaching out to the Manager of COVID-19 Operations to order

supplies. Depending on the location of the office, Office Representatives may be asked to purchase supplies locally if there are supply chain issues.

### **Hand Washing and Respiratory Etiquette**

Wash, rinse, and dry hands using soap and hot water or apply an alcohol hand rub before entering the shared office space work. Repeat after using the washroom, frequently throughout the day, after contact with common surfaces, and. before leaving work.

Avoidance measures that minimize contact with droplets when coughing or sneezing, including:

- Remaining home if sick
- Wearing a mask
- Turning your head away from others if coughing or sneezing
- Covering your nose and mouth a clean tissue or sneezing / coughing into your elbow
- Immediately disposing of tissues after use
- Washing your hands with soap or using hand sanitizer after disposal of tissues
- Maintaining a two metre / six feet distance from others at all times

### **Office Closures**

Regional People Leaders and Human Resources are constantly monitoring daily case updates and situation reports.

If the province of Ontario enables an “emergency brake”, shut down or total lockdown, or stay at home order, all MNO employees will default to remote work and offices will be closed.

Employees may enter the office for limited periods of time as required provided that they are following all procedures set out in this policy.

If a positive case of COVID-19 has been traced back to an MNO office, Human Resources and the closest Director to the office will make the call to close an office and prepare for cleaning based on the guidance of the public health unit.

Human Resources will notify employees of office closures.

Community Relations will notify councils of office closures.

### **Travel and In Person Meetings**

Travel during a global pandemic may present an increased risk of infection and facilitate the spread of illness. In acknowledgement of this risk, and to protect the health and safety of our employees, members of Community Councils or other elected officials, or other persons acting on behalf of the Métis Nation of Ontario, the Métis Nation of Ontario has the following approach:

- Virtual meetings continue to be the preferred method of gathering.
- Travel within a region to conduct essential functions of a role may be permitted provided that the employee is following all health and safety and all public health guidelines.

- Travel requiring an overnight stay or air transportation will require the approval of the Branch Director if deemed as essential by the Director. The employee must follow all health and safety guidelines and public health guidelines while travelling.
- It is the employee's responsibility to ensure that they check and follow any and all public health guidelines in place in their own region and the region(s) they are travelling to.

In person meetings and events must have the following procedures followed:

- All attendees must be fully vaccinated
- All attendees may be required to complete daily rapid testing on site
- All attendees must self screen at the start of the day and self monitor through the day
- The event organizer is responsible for contact tracing for all participants
- Masks must be worn indoors at all times with the exception of brief periods of eating and drinking
- Six feet of distance or barriers must be in place to maintain physical distancing
- In person meetings are subject to the province of Ontario's capacity limits
- The event organizer is responsible for ensuring that capacity limits are set and followed
- In person gatherings in MNO offices are subject to all Health & Safety policies, including proof of vaccination
- In person gatherings in third party venues require proof of vaccination

### **Time Off for Illness**

The Métis Nation of Ontario reserves the right to make exceptions to paid-time off policies in order to adequately address employees who are ill from COVID-19 or are required to support a loved one who is ill with COVID-19. This may involve granting additional leave and providing supports and services outside of those normally available to employees.

If an employee has used up all time off allotments, and they require time off related to COVID-19, they may request a leave of absence. Leaves of absences related to COVID 19 must be discussed with the employee's People Leader in conjunction with Human Resources.

### **Prevention of Harassment and Discrimination**

The Métis Nation of Ontario seeks to create a respectful and inclusive culture for all. Policies exist to prevent discrimination and harassment in the workplace which includes discrimination and harassment related to exposure to or contracting a disease. Employees who feel subjected to discrimination or harassment as a result of exposure to or contracting a disease should notify their People Leader or Human Resources.

### **Protecting Employee and Citizen Privacy**

Information related to employees, members of Community Councils or other elected officials, or other persons acting on behalf of the Métis Nation of Ontario health or medical status is protected. The Métis Nation of Ontario will balance the need for privacy with the requirements of public health agencies and health and safety legislation in place during the pandemic.

## **The Métis Nation of Ontario's Workplace COVID-19 Vaccination Policy** **Amended November 1, 2021**

### **Purpose**

The purpose of this policy is to outline updated expectations with regards to COVID-19 vaccination for employees, contractors, volunteers, and students.

All employees, contractors, volunteers or students, regardless of role or location, are required to be fully vaccinated for COVID-19, unless the employee has a valid medical exemption.

### **Background**

The Métis Nation of Ontario recognizes the importance of vaccination for our communities. With 80% of eligible Métis citizens fully vaccinated, and similar rates of vaccination in Ontario's population as a whole, the Métis Nation of Ontario believes it is our collective responsibility to ensure that everyone who can be vaccinated is vaccinated.

The Chief Medical Officer of Health has directed the Métis Nation of Ontario to develop, implement and ensure compliance with a COVID-19 Vaccination Policy, in addition to maintaining all other safety protocols currently in place. In addition, the Métis Nation of Ontario, as an employer, has obligations and responsibilities under the *Occupational Health and Safety Act* to ensure every worker and the workplace is safe.

For these reasons, the Métis Nation of Ontario is amending our workplace COVID-19 Vaccination Policy to require all employees, contractors, volunteers and students to be fully vaccinated by December 15, 2021. Fully vaccinated is *currently* defined as two doses, with the final vaccine dose received at least 14 days prior.

### **Application of the Policy**

Regardless of role, work location, or how often they are at the Métis Nation of Ontario shared office spaces and how much time they spend there or in their respective workplace, this policy applies to all employees, contractors, volunteers, and students employed by, or working with employees of the Métis Nation of Ontario.

### **Policy**

The following information is required under this Policy:

1. Proof of COVID-19 vaccine administration sent to [vaccination@metisnation.org](mailto:vaccination@metisnation.org) on or before December 15, 2021;

**or**

2. Written proof of a valid medical reason for exemption, sent to [vaccination@metisnation.org](mailto:vaccination@metisnation.org), provided by either a physician or nurse practitioner, that sets out:
  - a. that the person cannot be vaccinated against COVID-19; **and**
  - b. the effective time period for the medical reason (i.e., permanent or time limited).

In general, there are very few reasons that would qualify as medical exemptions and most individuals can safely receive COVID-19 vaccines.

If a medical exemption exists, daily testing is required with verification of negative test results sent to [vaccination@metisnation.org](mailto:vaccination@metisnation.org) prior to entering any MNO shared office space, performing work in the community or in a client home, or attending in-person meetings and events.

Employees who decide not to be fully vaccinated may resign, or choose to be placed on an unpaid personal leave of absence, on or before December 15, 2021.

Employees will be placed on an unpaid personal leave of absence for a maximum of three (3) months. MNO reserves the right to backfill positions that are vacant due to a leave of absence. Employee benefits do not continue during a personal unpaid leave of absence, as outlined in Policy 6.080 *Personal Leaves of Absence*.

At the end of the three (3) months, employees without a valid medical exemption will be terminated for being in violation of the Métis Nation of Ontario's Covid-19 Vaccination Policy.

The Métis Nation of Ontario understands that vaccine hesitancy or lack of information may contribute to an employee's decision not to be vaccinated. Employees are encouraged to utilize the opportunity to speak with a physician via our Telehealth service, available through Lifeworks, attend counselling through MNO's Employee Assistance Program, or view a COVID-19 vaccination information session via HR Downloads. For more information on any of these options, please contact Human Resources at [humanresources@metisnation.org](mailto:humanresources@metisnation.org).

### **Support for Vaccination and Testing**

Employees will use their sick time to cover vaccination appointments and mandatory testing, if required.

### **Condition of Employment**

This mandatory Vaccination Policy will become a condition of employment for all employees effective November 1, 2021.

Information will be added to all external postings to ensure applicants are made aware of and are able to comply with the Métis Nation of Ontario's vaccination requirements.

Hiring managers will ensure the mandatory Vaccination Policy is covered in pre-screening interviews and when conducting interviews. Applicants unable to comply with this Policy will not be considered for employment.

### **Confidentiality and Privacy Statement**

The Métis Nation of Ontario is required, pursuant to the *Chief Medical Officer of Health's Directive #6 for Service Providers under the Home Care and Community Service Act, 1994*, to report statistical information to the OCMOH or the Ministry. No identifying information will be provided to the Ministry in relation to this Policy; all statistical information will be provided in aggregate form.

The Métis Nation of Ontario will securely collect, store, use and dispose of protected personal health information related to vaccination in accordance with relevant privacy law.

**For any questions about the policy above**, please contact: [vaccination@metisnation.org](mailto:vaccination@metisnation.org) or [humanresources@metisnation.org](mailto:humanresources@metisnation.org).

### **COVID-19 Vaccination Guidelines for MNO Events**

Following the advice and protocols set out by provincial health authorities during this pandemic, the MNO has made the safety of its communities, citizens, clients and employees a priority, while continuing to provide services and support.

The MNO strongly encourages all eligible MNO community members to get vaccinated as soon as they are eligible to do so.

Event organizers should follow the guidelines below to ensure meetings, events and gatherings hosted and held in our communities are as safe as possible.

Any MNO event, whether organized by staff or councils, should follow all local public health guidelines.

In addition, we recommend:

- Everyone who attends an in-person MNO meeting, event, or gathering, should be required to show proof of full vaccination (currently defined as two doses of an approved vaccine, with the second dose administered at least 14 days prior) along with identification that matches their QR code.
- To be exempted from vaccination requirements, individuals must provide a valid medical exemption via a QR code. If an individual cannot or is unwilling to present this, they should not attend the meeting, event or gathering in-person.
- For the safety of all attendees, a negative COVID-19 test alone, without proof of vaccination, should not entitle attendees to attend the meeting, event or gathering in-person, unless the individual has a valid medical exemption (QR code required).
- As children under 5 years old are not currently eligible for vaccination, no proof of vaccination should be required for them to attend events. This may change as vaccination for this age group gets underway.
- Whether held indoors or outdoors, all other safety protocols, such as self-screening for symptoms, hand sanitizing, contact tracing, masks, physical distancing and capacity limits should be maintained.

Where can people get proof of their vaccination status?

There are two ways to access proof of COVID-19 vaccinations in Ontario.

1. Ontario has enhanced proof of vaccine certificate that includes a scannable QR code that contains only essential information and does not include health card numbers. For more information about how individuals can download the new proof of vaccination certificate please visit [Ontario.ca/proofofvaccination](https://ontario.ca/proofofvaccination).
2. Ontario residents can download their proof of vaccination from <https://covid19.ontariohealth.ca>. They will need their OHIP card to log in to the site.

Once they download the certificate and QR code showing that they have had two doses of the vaccine, they can print a hard copy and/or store the PDF on their phone.

How do event organizers read the QR codes on the enhanced proof of vaccine certificate?

Organizers can download the free “Verify Ontario” smartphone app to read the QR codes on the new type of proof of vaccine certificate. Event organizers can search “Verify Ontario” on their preferred app source and download the tool for free. The app can be used to scan the QR code to confirm the vaccination status of event attendees.

How will attendees show proof of vaccination?

As attendees enter an event, they can be required to present proof of vaccination including a QR code, along with a government-issued piece of photo ID, such as an MNO Citizenship card, Ontario health card or driver’s licence.

For any questions about the event guidelines above, please contact Loma Rowlinson, Manager of Community Relations at [LomaR@metisnation.org](mailto:LomaR@metisnation.org).

### **Information regarding requests for Vaccine Exemption**

MNO and some MNO Councils have been receiving calls from citizens inquiring whether the MNO can provide COVID vaccination exemption letters based on cultural grounds.

MNO has been informed that an “indigenous exception” is not something that is available or valid to exempt people from the Government of Ontario’s vaccination requirements.

As a result, the MNO cannot provide letters of exemption based on Indigeneity to our citizens.

**MÉTIS NATION OF ONTARIO (MNO) COVID-19 DAILY SELF-SCREENING ASSESSMENT**  
*Updated January 5, 2022*

**Part 1: Symptoms**

Are you currently experiencing any of these symptoms? Choose any/all that are new, worsening, and not related to other known causes or conditions you already have.

YES	NO	If you answer YES to any of these symptoms, DO NOT enter an MNO office.
		Fever and/or chills
		Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher
		Cough or barking cough (croup), continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, COPD, or other known causes or conditions you already have)
		Shortness of breath, out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)
		Sore throat (not related to seasonal allergies, acid reflux, or other known causes or conditions you already have)
		Difficulty swallowing, painful swallowing (not related to other known causes or conditions you already have)
		Runny or stuffy/congested nose (not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have)
		Decrease or loss of taste or smell (not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have)
		Pink eye, conjunctivitis (not related to reoccurring sties or other known causes or conditions you already have)
		Headache, unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have)
		Digestive issues like nausea/vomiting, diarrhea, stomach pain (not related to irritable bowel syndrome, menstrual cramps, or other known causes or conditions you already have)
		Muscle aches, unusual, long-lasting (not related to a sudden injury, fibromyalgia, or other known causes or conditions you already have)
		Extreme tiredness, unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, or other known causes or conditions you already have)
		Falling down often (for older people)

**Continue to Part 2**

## Part 2: Screening

YES	NO	If you answer “Yes” to any of these questions, DO NOT enter an MNO office.
		Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?
		In the last 14 days, have you, or anyone you live with, travelled outside of Canada and tested positive on a rapid test or PCR test upon return?
		In the last 14 days, have you been identified as a “close contact” of someone who currently has COVID19?
		Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?
		In the last 14 days, have you received a COVID Alert exposure notification on your cell phone? If you already went for a test and got a negative result, select “No.”

Employees are required to advise their People Leader and Human Resources [humanresources@metisnation.org](mailto:humanresources@metisnation.org) if they answered “Yes” to any of the above.

## Part 3: Following Public Health Guidelines

Outside of MNO business hours, I certify that I have followed all public health directives in my region (wearing a mask, limiting contact with others outside of your home, physically distancing, etc.) as required by law.

**Yes, I have followed all public health directives. I am safe to enter the office.**

**No, I have not followed all the public health directives. I may not be safe to enter the office.**