

BGCBigs Program Guidelines regarding COVID- 19 Immunization for Volunteers, Parents/Guardians, Youth, Partners and Program Visitors

Purpose

BGCBigs recognizes the importance of immunization of individuals regularly interacting with and providing services to children due to the nature of their work and potential for exposure in the community. This approach is part of the agency's obligation to ensure both a safe environment and safe programming for children and youth (specifically those under the age of 12 who are not vaccine eligible) and to reduce the likelihood that an employee, volunteer, parent/guardian or youth will become infected or the likelihood of serious illness or death if infected from COVID-19 and/or serious health complications

These COVID-19 Immunization Guidelines aims to protect the child and youth-based programming population including children, staff, volunteers, students on educational placements, any person providing child/youth-based services and to any other person(s) who may enter a BGCBigs premises.

As of October 1, 2021, BGCBigs Employees, Student Placements and Contractors will all now need to follow an Immunization Disclosure Policy. We value the safety of all individuals involved with our organization and will continue to ensure that all necessary protocols and best practices are in place for the whole agency.

We will continue to serve all children, youth and their families either virtually or in person.

Application of the Guidelines

The Immunization Disclosure Guidelines will be effective as of October 12, 2021. It applies to the following groups of individuals who are a part of BGCBigs or who become a part of BGCBigs on or after this date:

- Volunteers of BGCBigs
- Parents, Guardians and Caregivers
- Youth under and over the age of 12
- Partners providing direct service to children and youth
- Visitors to programming sites

- **PROVIDE PROOF OF VACCINATION**

Proof of full vaccination against COVID-19. (Full vaccination is defined as having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the Government of Canada (e.g., two doses of a two dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago.) This will be required for the following groups:

- **Agency Volunteers** – Agency volunteers who are currently participating in any in-person programming will be required to provide proof of vaccination. This process will begin for new volunteers and volunteers currently in the enrollment and pre-match phase on Tuesday October 12, 2021. Volunteers who are currently matched or engaged in programming will need to show their proof of vaccination to agency staff by November 8, 2021.
- **Agency Parents, Guardian and Caregivers** – Any agency program service being provided in the family home will require proof of vaccination upon confirmation of the appointment as of October 12, 2021.
- **Youth over the age of 12** - All new youth entering the community based mentoring program as of October 12, 2021 will be required to show proof of full vaccination against COVID 19.
- **Partners** providing direct service to children and youth who are currently participating in any in-person programming will be required to provide proof of vaccination prior to entering any program site as of October 12, 2021
- **Visitors** who are currently participating in any in-person programming will be required to provide proof of vaccination prior to entering any program site as of October 12, 2021.

- **PROVIDE PROOF OF A VALID MEDICAL REASON FOR NOT BEING VACCINATED**

Written proof of a valid medical reason to not be fully vaccinated must be provided by either a physician or a nurse practitioner (note: a nurse practitioner is a registered nurse who holds an extended certificate of registration). In some instances, the valid medical reason for the person not being vaccinated may be time limited. The note from the physician/nurse practitioner should specify whether the reason is permanent or time-limited. The note must set out the effective time for the valid medical reason. If an individual is unable to receive their vaccine for a valid medical reason but that reason is valid for a limited time, must follow-up with them as the end of that time approaches and ensure that the individual provides proof of vaccination.

- **UNVACCINATED VOLLUNTEERS, PARENTS, CAREGIVERS AND YOUTH:**

- **Agency Program Volunteers** – Agency volunteers who are unvaccinated including those with a medical reason are encouraged to continue to support the agency or youth and will be required to volunteer with the agency in a virtual capacity. This new guideline will be effective as of October 12, 2021 for new volunteers and November 8, 2021 for volunteers currently matched or engaged in a program.

- **Agency Parents, Guardian and Caregivers** –Vaccination status for parents, guardians and caregivers is only requested when staff are conducting agency meetings in the family home or an agency building site. Agency staff will connect with all community-based parents, guardians and caregivers prior to a home visit or before arranging for the in-office meeting to confirm vaccination status. If the parent/guardian/caregiver is unvaccinated than the meeting will occur over the phone or through a video call.
- **Youth 11 and under** – All current youth matched or engaged in an agency program can continue to participate in the program but must adhere to all current provincial health restrictions.
- **Youth over the age of 12** – All current youth matched or engaged in an agency program can continue to participate in the program but must adhere to all current provincial health restrictions. This includes students currently enrolled in one of our club sites or partnered MOU schools.

Collecting Information and Recording Proof

- **Agency Volunteers** – Agency volunteers are asked to send electronically their proof of vaccination to agency staff. Valid paper or digital vaccine records that shows name, vaccine type and date of administration. Agency staff will ensure that the name on the vaccine record matches the name collected on agency volunteer file. Staff will enter the information in the SDP screening task. This will be added under Screening – Other and in the outcome details staff are to add “DATE: Covid 19 – Proof of Vaccination”.
- **Agency Parents, Guardian and Caregivers** – Agency parents, guardian and caregivers are asked to send electronically their proof of vaccination to agency staff. Valid paper or digital vaccine records that shows name, vaccine type and date of administration. Agency staff will ensure that the name on the vaccine record matches the name collected on agency file. Staff will enter the information in the SDP screening task. This will be added under Screening – Other and in the outcome details staff are to add “DATE: Covid 19 – Proof of Vaccination”
- **Youth over the age of 12** - New youth entering the community based program who are over the age of 12 are asked to send electronically their proof of vaccination to agency staff. Valid paper or digital vaccine records that shows name, vaccine type and date of administration. Agency staff will ensure that the name on the vaccine record matches the name collected on the agency file. This will be added under Screening – Other and in the outcome details staff are to add “DATE: Covid 19 – Proof of Vaccination”
- **Partners** – In order to enter a BGCBigs programming space, partners will be required to show proof of vaccination to agency staff. Valid paper or digital vaccine records that shows name, vaccine type and date of administration as well as valid photo identification that matches the vaccine record. This proof of vaccination may be completed in advance or at the time of entry.
- **Visitors** - In order to enter a BGCBigs programming space, partners will be required to show proof of vaccination to agency staff. Valid paper or digital vaccine records that shows name, vaccine type and date of administration as well as valid photo identification that matches the vaccine record. This proof of vaccination may be completed in advance or at the time of entry.

Community Based Mentoring Program

- Volunteers need to be fully vaccinated
- Parents who are vaccinated may choose to have an in-person or virtual interview and follow up

- Parents who are unvaccinated will participate in an interview and follow up virtually or over the phone
- Youth 11 and under may participate in person or virtually
- Youth over 12 who are currently matched in the program as of October 12, 2021 can continue to see their mentor in person regardless of vaccination status if the mentor is comfortable but all unvaccinated youth over 12 must adhere to current provincial health restrictions regarding outings
- Youth over 12 who are new to the program as of October 12, 2021 must show proof of vaccination prior to the match meeting

In- Person School Based Mentoring Program

- Volunteers need to be fully vaccinated
- All youth can participate

Virtual Mentoring, Reading, Tutoring

- Volunteers, parents/guardians and youth do not need to disclose immunization information

Virtual Group Programming

- Volunteers, parents/guardians and youth do not need to disclose immunization information

Club

- Volunteers need to be fully vaccinated
- All youth can participate

OST programs in schools

- Volunteers need to be fully vaccinated
- All youth can participate

Youth Employment Programs

- In Person programs follow the Club guidelines
- Virtual program participants do not need to disclose immunization information

Frequently Asked Questions

- Will volunteers be interviewed in person?
 - As of September 2021, this process is currently being performed virtually due to the Provincial health restrictions. Any volunteers being interviewed in person for any program should provide their proof of vaccination to the agency upon confirmation of the interview date and time.
- Will volunteers be trained in person?
 - As of September 2021, this process is currently being performed virtually due to the Provincial health restrictions. Any volunteers being trained in person for any program

should provide their proof of vaccination to the agency upon confirmation of the training date and time.

- Do we need to ask for proof of vaccination for the Community Based Mentors or in person In-School Mentors who are currently in the enrollment or pre-match phase?
 - Yes, As of October 12, 2021, all staff should be asking for the mentor's proof of vaccination to be provided in order to be matched as an in-person mentor.
- What happens to a community-based mentor or in person In-School Mentor who is in the enrollment or matching phase and is not able or willing to provide proof of vaccination to participate in the program.
 - Staff will connect with the mentor and discuss the option of continuing to support a mentee in a virtual capacity.
- Do we need to collect/see proof of vaccination for the Community Based Mentors and In School Mentors who are currently matched?
 - Yes, **All** community based mentors and In School Mentors currently matched as of October 12, must show proof of vaccination to agency staff by November 8, 2021 to continue to see their mentee in an in person capacity.
- What happens to a community-based or school-based mentor who is matched and is not able or willing to provide proof of vaccination to participate in the program.
 - Staff will connect with the mentor and discuss the option of continuing to support their mentee in a virtual capacity and if the youth and parent prefer an in person mentoring relationship than the match will be officially closed and virtual options will be discussed with the mentor.
- In the Community Based Program, do other members of a mentor's household have to provide proof of vaccination?
 - No, this is not a program requirement but currently there is a restriction to indoor social gatherings that is only limited to vaccinated individuals in a home and therefore the match is required to make the appropriate decision regarding their activity that week
- Do we need to collect/see vaccination status on all youth currently on the waitlist for a community-based mentor?
 - Staff only need to collect immunization information on youth that are over the age of 12 as of October 12, 2021 and are going to be matched. Proof of vaccination should be provided to agency staff prior to a match meeting being booked. All youth who have been matched prior to October 12 do not have to provide the proof of vaccination. Youth who are unable to or unwilling to provide the proof of vaccination will be put on hold for a community-based match or referred to our virtual mentoring program.
- Can we have a visitor or partner attend our Club with proof of vaccination?
 - Yes but any individuals need to be approved by the Club manager and/or Community Initiative Lead
- Can we have a visitor or partner attend our OST sites within schools with proof of vaccination?

- This will need to be discussed with the individual school and approved by the Community Initiatives Manager and/or Community Initiative Lead
- Can an individual show their proof of vaccination to staff through the video screen?
 - Yes, staff should confirm the necessary information and record in SDP that they saw the proof