



Manual of Operations

Title: COVID-19 Vaccination Program	Number: MO-04-05
Source: WGMHA	
Approved By: WGMHA Board	Date Approved: September 12, 2021 Date Last Revised: October 5 2021;

As a sports association focusing on providing opportunities for children, youth and adults to keep active, learn new skills and enjoy the female game of hockey, WGMHA is committed to creating and maintaining a safe and healthy environment for all participants as much as possible.

WGMHA believes that compliance with COVID-19 vaccination protocols will provide an additional level of protection for everyone participating in our sport and help to try to ensure the continuation of our season. This policy is intended to reduce the risk of exposure to COVID-19 and to outline WGMHA expectations with respect to COVID-19 vaccinations and masking.

As per the Government of Ontario decision to require proof of full vaccination (two doses plus 14 days waiting period) for access to select indoor facilities, beginning on Sept. 22, 2021, WGMHA staff, Coaching Staff, players (18 years of age and older), Board members, volunteers and contractors must be prepared to show proof of vaccination and identification for entry to arenas, private gyms, etc.,

All Ravens staff, coaches, players, Board members, volunteers and contractors are required to complete a Vaccination Status Form no later than September 21 2021.

On September 27, 2021, OWHA mandated that, effective immediately, it is mandatory, as a condition of eligibility to participate in any OWHA-sanctioned activity, that everyone born in 2009 and earlier (staff, players, coaching staff, trainers, and officials) must be fully vaccinated (2 shots plus 14 days) as soon as possible and no later than November 1, 2021.

On October 4, 2021 OWHA mandated that as a condition of eligibility to participate in any OWHA sanctioned activities, all staff, Coaching Staff, players, Board members and volunteers, who are eligible, must provide to WGMHA evidence demonstrating that they have received the completed series of an accepted COVID-19 vaccine by October 17, 2021 or earlier. After October 17, 2021 any staff, Coaching Staff, player, Board member or volunteer who has not provided proof of second dose or who has not been granted an accommodation, will no longer be eligible to participate in any sanctioned activities until such time as they have presented satisfactory evidence that they are Fully Vaccinated.

Public health guidance on measures (including providing proof of vaccination) for fully vaccinated, partially vaccinated and unvaccinated individuals continue to evolve and may affect this policy in the future. WGMHA will amend this policy in response to any new guidance received or regulations passed by federal, provincial or local public health and governmental authorities in respect of the COVID-19 pandemic.

Scope

This policy applies to:

- Staff (full time, part time and contract);
- Players



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- Coaching Staff (Coaches, Assistant Coaches, Trainers, Managers, Statisticians, Bench staff, On ice helpers, off ice helpers)
- Volunteers (Board members, parent volunteers and non-parent volunteers)
- Contracted consultants and their staff

This policy applies to all listed above and is not dependent on how often or how long individuals are participating in Ravens activities both on and off ice.

DEFINITIONS

COVID-19: An acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions. (Reference for more information [Region of Waterloo Public Health 2021](#))

Fully Vaccinated is an individual who has received all required doses of COVID-19 vaccine series approved by the Health Canada and 14 days has elapsed since the last dose. An individual is considered fully vaccinated once they have provided evidence of full vaccination status to the WGMHA. (Reference for more information [Region of Waterloo Public Health 2021](#))

Partially Vaccinated is an individual who has received one dose of COVID-19 vaccine series approved by Health Canada, or less than 14 days have elapsed since their final dose. (Reference for more information [Region of Waterloo Public Health 2021](#)).

Unvaccinated is an individual who has not received any doses of the COVID-19 vaccine series as approved by Health Canada, or those who have not provided proof of vaccine.

Unable to be vaccinated: is an individual born in 2010 and after and not eligible to receive the vaccination series at this time.

Contractors is any person(s) or firm(s) that provides goods or services to the WGMHA under terms specified in a contract or other agreement and is not paid through the WGMHA’s payroll. (includes Development Coordinator and Staff; Goalie Coaches; Power Skating Coaches)

Coaching Staff includes any person appointed by WGMHA to a team for the 2021-2022 season in the role of Coach, Assistant Coach, Trainer, Manager, Statistician, Bench Staff, on ice staff, or dressing room staff



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POLICY

Effective immediately all current staff, Coaching Staff, players, volunteers, board members and contractors are required to provide the following:

- (1) Completion of Vaccination Status Form (by September 21, 2021)
- (2) Proof of COVID-19 vaccine administration as per the following requirements:
 - a. Copy of receipts for COVID-19 Vaccinations (available through the Ministry of Health website) <https://covid19.ontariohealth.ca/> ;or
 - b. Accepted proof of full vaccination status from an alternative jurisdiction; or
 - c. Requests for exemptions, which meet the exemption criteria stated by the Ministry of Health. Requests are to be sent to vaccinereports@waterlooravens.com (see Appendix A for the form and documentation to be completed)

The proof of vaccination can be upload through completion of the Vaccination Status Form or by sending an e-mail with proof of vaccination attached to vaccinereports@waterlooravens.com Documentation outlined in (2) above, must be received by October 17, 2021.

Staff, Coaching Staff, players, volunteers, board members and contractors who are denied an exemption will be expected to provide documentation as outlined in 2 (a) or (b) above. If Proof of Vaccination or request for an exemption is not provided by players, Coaching Staff, volunteers or board members in this circumstance, the individual will be deemed unvaccinated and therefore non-compliant with the policy. Players, coaching staff, and volunteers will be removed from the team(s) they are associated with. Board members will be removed from the Board. Staff and contractors who are deemed non-compliant will be subject to disciplinary action up to and including dismissal/termination of contract.

Staff, coaching staff, players, volunteers, board members and contractors will be required to update their vaccination status in accordance with the established process and by the dates set out in this policy, as they obtain each dose of COVID-19 vaccine. As mentioned above it is expected that all eligible staff, coaching staff, players, volunteers, board members and contractors are fully vaccinated by November 1, 2021.

Unable to be Vaccinated players are required to complete the Vaccination Status Form and follow the Rapid Antigen Test recommendations and the Ravens Return to Play protocols.



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EXEMPTIONS:

The WGMHA will comply with the Government of Ontario, Ministry of Health Guidelines (“Medical Exemptions to COVID-19 Vaccination (Version 1.0)” (the “MOH List”) regarding medical exemptions and accommodate participants who are unable to be vaccinated as a result of an approved medical exemption as described below. The MOH List is intended to assist medical professionals evaluating request for medical exemptions from the COVID-19 vaccine.

Exemptions

The list of medical exemptions is restricted to severe allergic reactions or anaphylaxis to a component of a COVID-19 vaccine, a reaction to a dose of the vaccine, a history of inflammation of the heart muscle (Myocarditis) for those aged 12 – 17, a history of four conditions specific to those receiving the Vaxzevria (AstraZeneca) vaccine, and those actively receiving two specific types of therapies for the treatment or prevention of COVID-19.

To request a medical exemption, as per the Ministry of Health guidelines:

Individual must provide a written document, completed and supplied by a physician (designated as “MD”) or by a registered nurse in the extended class (designated as “Registered Nurse (Extended Class)”, “RN(EC)”, “Nurse Practitioner” or “NP”) stating that the individual is exempt for a medical reason from being fully vaccinated against COVID-19 and the effective time-period for the medical reason. (See Appendix A Accommodation Request for Medical Exemption)

WGMHA will review proof of a medical reason for not being vaccinated against COVID-19, to ensure:

- The name of the person in the written documentation matches the identification provided.
- The physician’s or registered nurse in the extended class’s information is complete by including:
 - Name and contact information of the physician or registered nurse in the extended class;
 - Logo or letterhead identifying the physician or registered nurse in the extended class;
 - Statement that there is a medical reason for the individual’s exemption from being fully vaccinated against COVID-19; and
 - Any effective time-period for the medical reason which includes the date the individual seeking access to the organization’s programs.

Please note that the Ontario Human Rights Commission has stated that personal preferences and singular beliefs are not protected under the *Code*. (OHRC Policy Statement September 22, 2021)



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The OHRC and relevant human rights laws recognize the importance of balancing people’s right to non-discrimination and civil liberties with public health and safety, including the need to address evidence-based risks associated with COVID-19.

Receiving a COVID-19 vaccine is voluntary. At the same time, the OHRC’s position is that a person who chooses not to be vaccinated based on personal preference does not have the right to accommodation under the Code. The OHRC is not aware of any tribunal or court decision that found a singular belief against vaccinations or masks amounted to a creed within the meaning of the Code.

While the Code prohibits discrimination based on creed, personal preferences or singular beliefs do not amount to a creed for the purposes of the Code.

Even if a person could show they were denied a service or employment because of a creed-based belief against vaccinations, the duty to accommodate does not necessarily require they be exempted from vaccine mandates, certification or COVID testing requirements. The duty to accommodate can be limited if it would significantly compromise health and safety amounting to undue hardship – such as during a pandemic.

RAPID ANTIGEN TESTING (RAT)

Plan developed in partnership with Stay Safe Waterloo - <https://staysafescreen.ca/>

Philosophy:

1. Protective requirements such as masking a top priority first and foremost
2. Requirements appropriate to risk to the group in question
3. Empowerment of members through testing availability and information
4. Anonymous results (reporting limited to usage and anonymous results)
5. Minimize overhead and complexity where possible
6. Accommodate approved exemption members with testing and masking.

Please note that all test usage needs to be tracked for the purposes of reporting. No testing results will be recorded by team or individual.

1. **Usage Reporting [Form 1]** - all test usage will be tracked in one form, by team and participant name. This is entirely for planning, ordering and required usage reporting for Safe Screen.
2. **Results [Form 2]** - positive* results need to be reported ANONYMOUSLY. We will not be asking for a team, a participant or any other similar information. The positive* the result is part of our required reporting for Safe Screen.
 - For our purposes - if you get a positive result please test again thoroughly - two positive results is a positive. If you get a positive and a negative - test a third time and if two of the three are positive - that is a positive result.



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3. We are using testing as an empowerment and personal responsibility tool. We encourage you to use these as you see fit and to assess whether or not you should attend a hockey event. Please feel free to use the tests in any context you see fit, but also please follow our usage and results reporting guidelines above.
 - Please see [Region of Waterloo Public Health](#) for public health guidelines and responsibilities with respect to reporting test results to the appropriate authorities - we are providing these tests as a tool to help you.

4. Tests will be made available to teams to distribute. Tests come 25 to a box - please be responsible in their use & follow the reporting requirements listed above. Team representatives can obtain more tests through the Director, Equipment and Awards jen@waterlooravens.com beginning the week of October 4th 2021.

Fundamentals LTS Rookies Rookies+	Age ineligible	Recommended: Antigen test every 2 weeks: Friday Strongly recommend: use of enhanced masking (KN95 or N95)	Teams provided antigen tests on request
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House League and Rep Players			
U8 U9 U11	Age Ineligible	Strongly Recommended: 2- 3x per week testing as part of regular health check protocol and forms (must do: Sun / Wed / Fri) Strongly Recommended: use of enhanced masking (KN95 or N95)	Teams provided antigen tests
U13	Fully Vaccinated (major)	Strongly Recommended 3x per week testing as part of regular health check protocol and forms (optional: Sun / Wed / Fri) Strongly recommended: use of enhanced masking (KN95 or N95)	Teams provided antigen tests
U13	Age Ineligible (minor)	Strongly Recommended: 3x per week testing as part of regular health check protocol and forms (must do: Sun / Wed / Fri) Strongly recommended: use of enhanced masking (KN95 or N95)	Teams provided antigen tests



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U15 U18 U22 Senior	Fully Vaccinated	Recommended: 3x per week testing as part of regular health check protocol and forms (optional: Sun / Wed / Fri) Strongly recommended: use of enhanced masking (KN95 or N95)	Teams provided antigen tests
U13 U15 U18 U22 Senior	Approved Exemption	Mandatory: per-event testing as part of regular health check protocol and forms. Strong Recommendation: use of enhanced masking (KN95 or N95)	Teams provided antigen tests;
All REP call-up athletes	All Athletes	Mandatory testing for each callup event on day of event game or practice Strong recommendation: use of enhanced masking (KN95 or N95)	Teams provided antigen tests;

Coaching Staff and Contract Staff			
WGMHA Coaching Staff, volunteers and contract staff	Fully Vaccinated	Recommended: 3x per week testing as part of regular health check protocol and forms (Optional: Sun / Wed / Fri) Strongly Recommended: use of enhanced masking (KN95 or N95)	Teams provided antigen tests
WGMHA Coaching staff, volunteers and contract staff	Approved Exemption ONLY	Mandatory per-event testing as part of regular health check protocol and forms. Mandatory use of enhanced masking (KN95 or N95)	Teams provided antigen tests; required purchase of masks

INFECTION PREVENTION AND CONTROL MEASURES (COVID-19 PROTOCOLS)

In accordance with Public Health requirements, all staff, coaching staff, players, board members, volunteers, contractors and family members, regardless of vaccine status, are required to continue to



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practice physical distancing, hand hygiene, screening for symptoms of COVID-19 and wearing appropriate PPE and while in attendance at any WGMHA activity (reference Return to Play Protocols 2021-22)

CONSEQUENCES OF NON-COMPLIANCE

WGMHA is committed to supporting all staff, coaching staff, players, board members, volunteers, and contractors to comply with this policy. Failure to comply with this policy may result in disciplinary action up to and including termination of employment/contracts for staff/contractors and removal from teams for Coaching Staff, players and volunteers.

DOCUMENTATION AND RECORD KEEPING

WGMHA is committed to limiting the collection, use and disclosure of personal information to the minimum required to administer the COVID 19 Vaccination Program.

WGMHA will take every reasonable precaution to safeguard the personal information collected through the COVID 19 Vaccination Program, and securely destroy it when appropriate.

REFERENCES/RESOURCES:

Government of Ontario and Ontario Ministry of Health

- https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/guidance_proof_of_vaccination_for_businesses_and_organizations.pdf
- <https://covid-19.ontario.ca/>
- <https://news.ontario.ca/en/release/1000807/ontario-releasing-guidance-to-support-proof-of-vaccination-policy>
- [O. Reg. 645/21: RULES FOR AREAS AT STEP 3 AND AT THE ROADMAP EXIT STEP \(ontario.ca\)](https://www.ontario.ca/en/legislation/regulations/64521)

Ontario Human Rights Commission

- http://www.ohrc.on.ca/en/news_centre/ohrc-policy-statement-covid-19-vaccine-mandates-and-proof-vaccine-certificates

Region of Waterloo Public Health

- <https://www.regionofwaterloo.ca/en/health-and-wellness/2019-novel-coronavirus.aspx>

Masking

- <https://canadastrongmasks.ca/>
- [Does My Mask Protect Me Against Covid-19 if others Don't Wear One? - The New York Times](https://www.nytimes.com/2020/10/01/health/covid-19-masks.html)



**Appendix A –Accommodation Request Form
Medical Exemption**

Staff, Coaching Staff, players, Board members or volunteers requesting an accommodation for the COVID-19 vaccination must complete this form.

Documentation of a medical exemption 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 under the Nursing Act, 1991). The exemption must clearly indicate the reason why the individual cannot be vaccinated against COVID-19 (i.e., clear medical information that supports the exemption).

The physician’s or registered nurse in the extended class’s information is complete by including:

- Name and contact information of the physician or registered nurse in the extended class;
- Logo or letterhead identifying the physician or registered nurse in the extended class;
- Statement that there is a medical reason for the individual’s exemption from being fully vaccinated against COVID-19 in accordance with Ministry of Health Medical Exemptions to COVID-19 Vaccination Guideline issued on September 14, 2021; and
- Any effective time-period for the medical reason which includes the date the patron is seeking access to the business or organization.

Participant’s Name (please print)

Date of Birth (MM/DD/YYYY)

Participant ‘s Signature

Date (MM/DD/YYYY)

**Participant ‘s Parent/Guardian ‘s
Name (If Participant is Under the age of 18)**

**Participant ‘s Parent/Guardian ‘s
Signature
(if the Participant is Under the age of 18)**

Identify which exception is required (Permanent or Temporary):

_____ This request will require a permanent exemption for the COVID-19 vaccination.

_____ This request will require a temporary exemption for the COVID-19 vaccination.

If temporary, this request will be reassessed on _____.
Month/ Day/ Year/

Please return completed form and supporting documentation to vaccinereports@waterlooravens.com