



COVID-19 Vaccination Policy
Environment Funders Canada (EFC)
Approved on Feb 2, 2022

[This policy will be updated 4 weeks in advance of an upcoming in-person EFC gathering, or every 8 weeks, whichever is earlier]

Purpose

The purpose of this policy is to ensure the health, safety and wellbeing of EFC’s staff, volunteers and guests for the duration of the COVID-19 pandemic.

This policy is subject to change at the discretion of EFC’s Board of Directors in response to evolving and emerging science and public health guidelines, but will, at minimum, be in compliance with local public health guidelines. As a national organization, EFC has an obligation to protect staff by implementing guidelines and policies that may be more stringent than regional guidelines and policies if needed.

In-person gatherings that occur in EFC’s office space are also subject to the requirements stipulated by Foundation House (2 St. Clair Avenue East, Toronto, Ontario).

Applicability

This policy applies to:

- EFC employees
- EFC contractors, volunteers (including Board members) and attendees at in-person EFC gatherings (e.g., meetings, regional gatherings, annual conferences)

Note: ‘In-person EFC gatherings’ are defined as those where EFC staff/contractors/board members have been involved in the organization of the event or meeting, regardless of whether they are in attendance.

Compliance Requirements

- All individuals covered by this policy must provide proof of full vaccination (as defined by the jurisdiction in which the event is taking place) unless they qualify as exempt. Exemption may be granted under the following circumstances:
 - Medical contraindications – individuals who are unable to receive the vaccine due to medical contraindications such as allergies or adverse effects must provide a written document, supplied by a licensed physician, stating they are exempt for a medical reason from being fully vaccinated and how long this would apply.
 - Religious beliefs – individuals who are members of an **organized** religion that **expressly states a theological objection to vaccination**. In this regard, religious exemptions cannot be based on personal beliefs, but rather, grounded in **established religious practices**. **Individuals must request this exemption 10 business days in advance of the EFC gathering** (or prior to registration for paid events) and will be notified on the status of their exemption request by EFC staff at least 5 business days before the scheduled EFC gathering.
- Individuals exempt from vaccination must provide a negative COVID-19 test taken within 72 hours prior to the start of the EFC gathering. Acceptable test types will be determined and communicated on an event-by-event basis.
- All individuals are required to complete a daily contact tracing form to enter Foundation House or participate in an EFC event anywhere in Canada.

Demonstration of Vaccination Status

- Employees
 - Employees will be required to demonstrate proof of full vaccination to the Executive Director on a confidential basis via the Verify Ontario app or other appropriate means.
 - EFC will record that proof of vaccination has been provided, but will not keep, copy or retain in any way individual personal health information. This record will be stored in a secure file to which only the Executive Director will have access. Proof of the Executive Director's vaccination status will be verified by the Chair, Board of Directors.
 - This collected information will be permanently deleted from this file in accordance with public health guidance on the obsolescence of such data.
- Contractors, Volunteers and Attendees at In-Person EFC Gatherings (anywhere in Canada)
 - Contractors, volunteers and/or attendees at any in-person gathering will be required to demonstrate proof of full vaccination, via the Verify Ontario app or other appropriate means, or proof of exemption and negative COVID 19 test to EFC.
 - EFC will record that proof of vaccination or exemption has been provided, but will not keep, copy or in any way retain proof of vaccination that includes personal health information.
 - EFC will ensure and communicate that all attendees are in compliance with this policy.

Appendix A: EFC COVID-19 Prevention Best Practices

The following is a current list of COVID-19 prevention procedures that will be implemented during in-person EFC gatherings of any type, in addition to other protocols implemented by the venue (where applicable) that is hosting the event:

- Masks worn in all indoor settings except when sharing meals
- Maintain physical distance between individuals to the best possible extent
- Event participants are permitted to bring children under the age of 2 to EFC events if needed.
- Proof of vaccination must also be provided for family members over the age of 5 years who accompany event attendees to EFC social events.
- Sanitize heavily used surfaces such as doorknobs, faucets and light switches
- Sanitization supplies readily available
- Use only well-ventilated spaces

This Appendix will be updated on an as needed basis to reflect the evolving nature of this global pandemic.