

<b>Document #:</b>	<b>Revision</b>	 <b>villa charities</b>	<b>Effective Date:</b>
<b>POL-HSS-028</b>	<b>A</b>		<b>September 22, 2021</b>
<b>Prepared by:</b> <b>Human Resources Designate</b> <b>Chevanne Simpson</b>			<b>Approved by:</b> <b>Marco DeVuono, President &amp; CEO</b>

**COVID-19 VACCINATION POLICY FOR GUESTS, VISITORS,  
AND MEMBERS OF THE PUBLIC**

**1. PURPOSE**

Villa Charities is committed to providing a safe environment for our visitors, staff, and the general public. During the pandemic some of our facilities were temporarily closed. By implementing comprehensive safety protocols, including this Vaccination Policy, we look forward to reopening all our indoor facilities at the Columbus Centre to the public.

Given the recent surge of COVID-19 infection rates driven by the Delta variant, the Government of Ontario, in consultation with the Chief Medical Officer of Health, [announced](#) that effective **September 22, 2021** access to certain indoor public settings will require proof of vaccination.

This Vaccination Policy is part of Villa Charities’ comprehensive COVID-19 safety plan, which includes masking, social distancing, and screening.

**2. SCOPE**

This Vaccination Policy takes effect **September 22, 2021**. It will remain in place until further notice or as ordered by Ontario’s Chief Medical Officer of Health.

This Vaccination Policy applies to all visitors, guests and members of the general public (collectively referred to as “**Patrons**”) who enter the Columbus Centre to participate in any Villa Charities or Columbus Centre services or programs offered in the Columbus Centre . To be clear, in addition to Patrons entering the Columbus Centre to use the facilities, this Vaccination Policy also applies to any visitor entering the premises to attend meetings with Villa Charities or the Columbus Centre.

Prior to entering any indoor space within the Columbus Centre all Patrons must present:

- (a) proof that they have been fully vaccinated against COVID-19 at least 14 days prior to entry; and
- (b) valid identification, such as a driver’s licence, health card, or passport.

Exemptions to this policy, such as all children less than 12 years old, are outlined below.

**3. VACCINATION REQUIREMENTS**

A Patron will be considered fully vaccinated for the purpose of this policy upon presenting written evidence of having had the following:

- (i) two (2) doses of Pfizer, Moderna, or AstraZeneca, or one (1) dose of Janssen (Johnson & Johnson), which have all been approved by [Health Canada](#). You may also present evidence of having received a combination of any vaccine approved by Health Canada;

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OR

- (ii) one (1) or two (2) doses of a COVID-19 vaccine not authorized by Health Canada, followed by one (1) dose of a COVID-19 [mRNA vaccine](#) authorized by Health Canada, specifically [Pfizer](#) or [Moderna](#);

OR

- (iii) three (3) doses of a COVID-19 vaccine not authorized by Health Canada, such as vaccines approved by the [World Health Organization](#).

**4. PROOF OF VACCINATION**

Proof of vaccination includes a paper or PDF vaccination receipt, which can be downloaded from [covid19.ontariohealth.ca](https://covid19.ontariohealth.ca) if the vaccination occurred in Ontario. You can also call the Provincial Vaccine Booking Line at 1-833-943-3900 to request a vaccination receipt.

The Government of Ontario has announced that a “digital vaccine passport” is in development and is expected to be launched on October 22, 2021. To date, very few details have been announced about the program. Villa Charities will closely monitor the development of simple and convenient digital vaccination receipts and update this Vaccination Policy accordingly.

**5. ENFORCEMENT**

Villa Charities will enforce this Vaccination Policy as per its obligations to maintain a safe environment for staff as well as the general public. In the event a Patron provides false or misleading information, or otherwise fails to comply with the Vaccination Policy, Villa Charities reserves the right to suspend or terminate their membership and/or access to the Columbus Centre.

**6. CONFIDENTIALITY**

Villa Charities will not record or make a copy of any of the documentation which relates to vaccination status, such as a vaccination receipt or medical note.

Villa Charities will at all times comply with applicable privacy laws. Any personal information that is recorded, such as a request for accommodation or the results of a COVID-19 screening, will be held in strict confidence and only used in order to comply with health and safety laws or in response to a COVID-19 outbreak.

**7. QUESTIONS**

Please contact Human Resources, or his/her designate, Chevanne Simpson, [csimpson@villacharities.com](mailto:csimpson@villacharities.com) with any questions.

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**EXEMPTIONS TO MANDATORY VACCINATION POLICY**

***A. Medical Exemption***

Individuals who cannot receive the COVID-19 vaccine due to medical issues will be permitted to enter the Columbus Centre upon presenting a medical note from a physician or registered nurse along with valid identification.

The medical note must confirm that the Patron:

- (i) has a documented medical reason for not being fully vaccinated against COVID-19, and
- (ii) the effective time-period for the medical reason.

***B. Children (11 years and under)***

This Vaccination Policy does not apply to children 11 years of age or younger. Parents and guardians are responsible for providing proof of identification for their children, such as a passport or health card.

All parents and guardians that accompany children into the Columbus Centre must comply with this Vaccination Policy. Parents and guardians who are only dropping their kids off outside of the Columbus Centre, but are not entering the premises, are not subject to the policy.

***C. Teenagers in Organized Sports***

Teenagers ages 12 to 17 years of age, who are entering the Columbus Centre solely for the purpose of actively participating in an organized sport, are not required to be vaccinated under this policy. This exemption applies for all training, practices, games, and competitions. “Organized sport” includes: sports leagues; organized pick-up sports; dance lessons; martial arts; and swimming classes.

Unvaccinated teenagers are not permitted to enter the Columbus Centre to attend organized sports as spectators. Unvaccinated teenagers are also not permitted to enter the facility to use the gym, weight room, or any other exercise facilities unless they are doing so as part of an organized sport.

Teenagers or their parents/guardians must provide proof of identification, such as a passport or health card. Again, parents and guardians that accompany teenagers into the Columbus Centre must comply with this Vaccination Policy.

***D. Grandfather Period (September 22 and October 12, 2021) – Weddings Only***

For the period between September 22, 2021 and October 12, 2021, Patrons attending wedding services at the Columbus Centre will be able to provide a negative rapid antigen COVID-19 test as an alternative to proof of vaccination. The test must have been taken no more than 48 hours prior to entrance. Antigen tests will have to be privately purchased by Patrons.

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***E. Commercial Tenants***

Villa Charities leases commercial space to several businesses which are not subject to this Patron Vaccination Policy.

Staff and customers of commercial tenants may enter the Columbus Centre and walk directly to and from their destination. However, these individuals will not be permitted to attend or use any of the centre's other indoor facilities unless they have submitted their vaccination status as outlined above. Note that commercial tenants are entitled to implement their own vaccination policies for their staff and customers.

***F. Employees, Workers, Service Technicians etc.***

This policy does not apply to employees, workers, service technicians, delivery workers, etc., collectively referred to as “**Staff**”. However, Villa Charities has implemented a separate Staff Vaccination Policy.

***G. Health and Safety Exception***

Villa Charities reserves the right to make exceptions to this policy on a case by case basis as may be necessary to ensure health and safety of our visitors and staff. The Health and Safety Exception is only to be used under rare circumstances and at the sole discretion of Villa Charities.

*The Company reserves the right to amend, alter or terminate the Policy at any time for any reason at the sole discretion of the Company with or without notice. Employees will be advised appropriately of any Policy updates. This policy does not create a contract for employment.*