



Canada's LGBTQ2+ Archives

COVID-19 Vaccine and Safety Policy A027 V.01

Purpose

The purpose of the Vaccine and Safety Policy is to provide a high-level statement for The ArQuives to assist in reducing the presence and severity of COVID-19 cases, and to protect staff, volunteers, and the public who work at and visit The ArQuives.

Scope

This policy, and related procedure apply to all volunteers and staff members of The ArQuives who act on behalf of The ArQuives in carrying out their roles and responsibilities. The policy also includes how The ArQuives will interact with the public.

Definitions

Proof of vaccination: Proof of vaccination means documentation (photo or scanned copy of a paper record, printed copy, or provincial or national vaccine passport) verifying receipt of a vaccination series approved by Health Canada or the World Health Organization.

Public: For the purpose of this policy, clients, users, researchers, and the general public will be referred to as “the public.”

Staff: A staff member is anyone who is a paid full-time, part-time, probationary, temporary, or casual worker.

Volunteer: A volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of The ArQuives. For the purpose of this policy, interns will be referred to as “volunteers.”

Website: Any website or database The ArQuives maintains. Websites include our main site, Online Collections Portal, and Digital Exhibitions site.

Institutional Responsibility

The Executive Director will:

1. Train staff and volunteers on the policy
2. Ensure that the policy is available on the website and to anyone who requests access.

The Board of Directors will:

1. Review and approve the Policy
2. Train or facilitate training of the Executive Director
3. Ensure the Executive Director has the necessary capacity to implement the policy.

Policy

1. The ArQuives created this policy with the available advice of Toronto Public Health, Ontario Health, and the Government of Canada. The ArQuives will defer to scientific evidence when making final decisions about changes to the policy.
2. All staff, volunteers, and the public must self-monitor for potential COVID-19 symptoms and report cases of COVID-19 to the Executive Director should they have been on-premises within the last seven days.
3. Staff and volunteers who can do their job remotely will work from home.
4. Masks that cover the nose, mouth, and chin will be required on-site at all times. This includes when staff, volunteers, or the public are alone in a room while other people are in the building.
5. All staff, volunteers, and the public must maintain appropriate physical distancing while on site.
6. All staff and volunteers are required to be fully vaccinated as a term and condition of employment and being able to volunteer. People are fully vaccinated two weeks after their last vaccination. People are considered fully vaccinated after receiving the most up-to-date vaccine available to their age bracket or medical needs.
7. As of October 4, 2021, all staff and volunteers are required to report their vaccination status and provide proof of vaccination before commencing work.
8. All vaccination records and COVID-19 Screening Forms will be kept confidential in accordance with privacy legislation. The ArQuives will only use the records to implement this policy and infection and prevention control measures at The ArQuives.
9. Staff will receive paid time off for vaccination appointments.
10. Staff will receive training in health and safety measures.
11. Staff that contract COVID-19 will receive paid leave for the duration of their illness. If the staff are still testing positive, they will be allowed to work from home.
12. All public who wish to use The ArQuives for research or attend on-site events must be vaccinated and registered for the event. The public must show proof of vaccination before entering The ArQuives building or external event venue. The ArQuives will not keep the proof of vaccination on file.
13. The number of people who can be in The ArQuives at one time may become limited if the number of cases of COVID-19 in Toronto is high.
14. Researchers require an appointment to visit The ArQuives Reading Room. No walk-in appointments will be permitted.
15. Researchers must fill out the *COVID-19 Screening Form for Researchers and Volunteers* via Google Forms before visiting The ArQuives.
16. Volunteers and staff should stagger breaks and lunches to limit in-person interactions. If this is not possible, volunteers and staff should maintain physical distancing throughout the break.

17. Payments for research services and merchandise will be limited to contactless payment through The ArQuives website.
18. Scheduled and regular cleaning of The ArQuives, notably high traffic areas, will continue twice a week.
19. This policy will be posted online on The ArQuives' website and be available by request to any staff member, volunteer, or the public.
20. The ArQuives will post informational posters for staff, volunteers, and the public within public spaces of The ArQuives, including the front entrance and washrooms.
21. Hand sanitizer containing at least 60% alcohol will be available throughout the building. After using hand sanitizer, staff, volunteers, and the public who handle archival documents or library materials will use best practices for hand washing.
22. Changes to this policy will be posted on The ArQuives website and emailed to volunteers.
23. Staff, volunteers, and the public may request an exemption from vaccines due to a medical reason or religious beliefs by submitting a request for accommodation. The ArQuives will give accommodations where they do not cause The ArQuives undue hardship or pose a direct threat to the health and safety of staff, volunteers, and community members.
24. Failure to follow the COVID-19 Vaccine and Safety Policy will result in discipline and possible dismissal.
25. The ArQuives is committed to providing a safe workplace environment. The ArQuives does not tolerate any actual, attempted, or threatened violence.
26. These requirements may be rescinded or reinstated on short notice should Toronto Public Health and Ontario Health guidance change.

For any questions related to this policy, please contact the Executive Director at executivedirector@arquives.ca.

Amendment, Modification or Variation

This policy may be amended or modified in writing after consultation and agreement by the Executive Director and Board of Directors. The Executive Director shall be responsible for reviewing the policy every six (6) months or with greater or lesser frequency as warranted during the pandemic. This review process seeks to correct any oversights in previous terms of reference and account for new circumstances since the last review, including new public health measures.

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