

The Ottawa Hospital (TOH) COVID-19 Vaccination Policy

FAQ – Contractors and Service Providers

1. Do vendors need to be vaccinated?

Yes, as of November 1, 2021 all vendors, contractors and service providers that wish to access any TOH campus or site must be fully immunized against COVID-19 before they arrive.

A person is considered fully immunized 14 days after receiving a complete course of a Covid-19 vaccination with Pfizer/Comirnaty, Moderna/SpikeVax or Astra-Zeneca/Vaxzevria vaccines (or combination thereof) or one dose of vaccine by Johnson & Johnson's Jansen (or others as approved by World Health Organization (WHO)).

Until October 31, 2021, contractors and service providers who are not fully immunized must complete rapid antigen testing less than 48 hours before they arrive at TOH and demonstrate a negative result.

2. Will The Ottawa Hospital provide rapid antigen tests?

No. The Ottawa Hospital will not provide or reimburse the costs for rapid antigen tests. There are several ways for businesses to acquire free tests:

- [Ottawa Board of Trade program - for local businesses with fewer than 150 employees](#)
- [Ministry of Health program for businesses in Ontario with between 150 and 500 employees](#)
- [Ministry of Health program for businesses in Ontario with between 150 and 500 employees](#)
- [Public Health Canada program for businesses with more than 500 employees or a national presence](#)
- [Canadian Red Cross program for not-for-profits and charities](#)
- [List of Ontario Chambers/Boards of Trade participating in the program](#)

3. What happens if a vendor is not fully immunized?

TOH will not grant access to a vendor, contractor or service provider individual who is not fully immunized.

4. Does having a vendor's individual representative confirm they are fully immunized comply with TOH's vaccination policy?

No. TOH requires the vendor, contractor or service provider to attest that their entire organization complies with TOH's vaccination policy. This does not mean that every

vendor employee, representative or sub-contractor must be fully immunized; it means that those who require access to any TOH site are fully immunized.

5. How do I confirm that my company complies with TOH's vaccination policy?

Please provide written confirmation to covid19vendorquestions@toh.ca

6. What is TOH's essential vendor list?

TOH maintains an essential vendor list to record all vendors that require access to TOH sites to perform their duties to maintain patient care and operations.

7. Do I have to be on the essential vendor list to comply with TOH's vaccination policy?

No. If you comply with TOH's vaccination policy, your compliance will still be recorded. Please email covid19vendorquestions@toh.ca

8. How do I get on TOH's essential vendor list?

If you think your organization should be on the essential vendor list, please submit a request to your contact at TOH. If you do not have a contact, please email a request and confirmation that you comply with the TOH vaccination policy to covid19vendorquestions@toh.ca

9. What happens once my organization is on the essential vendor list?

All COVID-19 screening stations at TOH have a copy of the essential vendor list . If

- a. a vendor employee passes the screening process and
- b. shows proof of vaccination

and

- c. the vendor organization is listed on the essential vendor list

then access will be granted.

10. What if some people in my organization are fully immunized and some are not?

You are required to send only those representatives (including any contracted staff and sub-contractors) that **are** fully immunized to any TOH site. You are also required to record the vaccination status of each person in your organization.

11. What is Directive #6?

The Ontario Provincial Government issued [Directive #6](#) on August 17, 2021 stating that every public hospital in the province must establish, implement and ensure compliance with a COVID-19 vaccination policy requiring its employees, staff, contractors, volunteers and students to comply.

The hospital is expected to report regularly to the Ministry of Health on the vaccination status of its contractors and service providers on site. As such, it is TOH's expectation that each contractor and/or service provider will be accountable to collate their staff's proof of vaccination and will provide this information to TOH as required.

Who can I contact if I have a question?

Please email covid19vendorquestions@toh.ca