



NOTICE TO ALL CONTRACTORS/VENDORS Mandatory Contractor/Vendor Vaccination Requirements and Daily Self-Screening

To: All HWCDSB Contractors/Vendors Providing Service and/or Products to our Sites

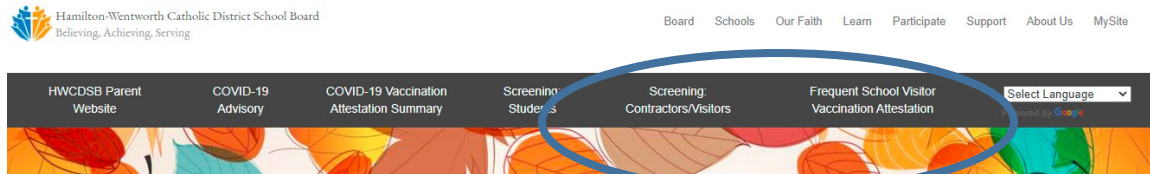
From: Hamilton Wentworth Catholic District School Board – Health & Safety, Facilities and Purchasing Departments

Date: Friday, October 29, 2021

We appreciate and value the working relationship between your company and our Board. We also thank you for your compliance in our efforts to continue to keep our staff, students and working partners safe while in our sites. Your company’s adherence to the Province of Ontario COVID-19 safety plans at our sites has been greatly appreciated.

Effective September 27, 2021, all school boards were required to establish a COVID-19 vaccination policy in accordance to instructions issued by the Office of the Ontario Chief Medical Officer of Health. As a result, **all contractors and vendors** requiring access to any HWCDSB site **must be vaccinated**. This is a requirement of the working relationship between the HWCDSB and external providers of goods and services. You are also reminded that all external visitors attending HWCDSB sites **must** wear medical grades masks. No gators, face coverings or non-medical grades masks are permitted by contractors/visitors while in any of our sites. These can be provided at the school.

To help ensure adherence to the vaccination requirement a one-time attestation of vaccination is required PRIOR to service at any of our schools and/or sites. The link to complete the one-time attestation can be found on our homepage <https://www.hwcdsb.ca/>



ONE-TIME ATTESTATION REQUIREMENT

All contractors/vendors must ensure that only vaccinated employees are sent to our sites. The attestation is a one-time requirement by these individuals who will be working at our site.

7. Attestation *

I affirm that all of the information and answers provided herein are complete, true and correct to the best of my knowledge and belief as required by law. I understand that any misrepresentation, falsification, or omission of any material facts may render this attestation void.

FULLY VACCINATED AGAINST COVID-19 - I affirm that I am fully vaccinated against COVID-19. In this attestation, "fully vaccinated against COVID-19" means having received all of the doses required to COVID-19 vaccine(s) approved by the World Health Organization (e.g., two doses of a two-dose vaccine, or one dose of a single-dose vaccine); and having received the final vaccine dose at least 14 days ago.

NOT VACCINATED - I am not vaccinated against COVID-19.

Back Submit

Upon completion of the attestation above, an email is sent to the individual completing the attestation for their proof of completion and copies are held in an ICT database. If the individual completing the form is fully vaccinated then the below email will be sent:

You MAY attend an HWCDSB location.

You MUST provide the following prior to entry:

- proof of your second dose of the COVID-19 vaccination (the second dose being received more than 14 days prior to entry)
- a copy of this email confirmation
- a copy of a completed HWCDSB Visitor COVID-19 Self-Assessment

Click on the link to complete the assessment. [HWCDSB Visitor Self-Assessment](#)

Please remember to practice physical distancing of 2m, wear appropriate PPE, always practice proper hand hygiene, and monitor your health.

Date Submitted: October 10 2021
Completed By: Nancy Hume-Meletti

Vaccination Status:
FULLY VACCINATED AGAINST COVID-19

If the individual completing the form is not vaccinated then the below email will be sent:

Thank you for submitting your COVID-19 Vaccination Attestation.

Due to your current vaccine status, you are **NOT** eligible to enter a HWCDSB location

Thank You.

DAILY SELF SCREENING REQUIREMENT

In addition, the daily self-screening prior to attending any of our schools and/or sites must be completed. The link to this completion is found on our homepage <https://www.hwcdsb.ca/>



Hamilton-Wentworth Catholic
District School Board

COVID-19 Self-Screening Assessment
Tool – Contractors & Visitors

1. Please select your reason for visiting an HWCDSB location: *

Select your answer ^

- Contractor
- Visitor/Volunteer

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Never give out your password. [Report abuse](#)

They must select the company name. Only companies with an approved Province of Ontario COVID-19 Safety plan are listed in this drop-down bar. If your company name is not here then a safety plan has not been submitted. One must be filled out and submitted for approval before your company name is added. This has been in effect since July 2020. Please connect with your HWCDSB contact for more information.

2. Company Name: *

Select your answer ^

- ACP Communications Technologies Inc.
- Active Tool
- AEC Group
- AEC Group Inc.
- Aesthetics Landscaping
- AHT
- Airon Group of Companies
- Alexanian Carpet Cleaning

Once the company name is selected then the individual proceeds to answer questions. Question #4 will provide the individual completing the assessment with a proof email that this assessment was competed. HWCDSB runs daily reports on compliance of self-assessments. In the event there is a discrepancy between the HWCDSB report and what is indicated by the individual, the report will be deemed accurate unless an email proof is provided.

4. Would you like to receive a copy of this assessment?

Yes

No

Below is a copy of an email received for a successful self-assessment completion:

Date: October 10 2021

Company Name: [REDACTED]

Completed By: Nancy Hume-Meletti

Work Location: Thomas J. Mahony Building

HWCDSD Contact: Other Contact

Nancy Hume-Meletti

Thank you for completing the online COVID-19 Self-Assessment Tool for HWCDSD contractors and visitors.

Based on your response, it is safe for you to attend work at a HWCDSD site. Please remember to continue to practice physical distancing and follow your Company COVID-19 Health & Safety plan.

Below is a copy of an email received for an **unsuccessful** self-assessment completion:

Date: October 10 2021

Company Name: [REDACTED]

Completed By: Nancy Hume-Meletti

Work Location: Blessed Sacrament

HWCDSD Contact: Other Contact

Nancy Hume-Meletti

Based on the responses submitted, it is recommended that this contractor/visitor DOES NOT ATTEND WORK OR VISIT ONSITE.

To reiterate, the attestation is a one-time completion by all contractor/vendor's employees accessing our sites. The daily screen is required each day by a contractor/vendor's employee working at any of our HWCDSD sites.

If you have any questions or concerns please contact:

For Contractors, Repairs & Maintenance email: facilities@hwcdsb.ca

All others email: vendors@hwcdsb.ca

Your immediate compliance on these measures is required and appreciated.