

# Ready, Resilient and Resourceful Committee Report

---

**DATE:** Wednesday, March 10, 2021

**WARD(S):** ALL

**TITLE:** MASS VACCINATION CLINIC UPDATE

**FROM:**

Jim Harnum, City Manager

**ACTION:** FOR INFORMATION

---

## **Purpose**

This report is to provide Council with an update following the signed Memorandum of Understanding (the “**MOU**”) between York Region (the “**Region**”) and the City of Vaughan (the “**City**”) for the purpose of implementing a mass vaccination clinic at the Maple Community Centre to protect public health during the global COVID-19 pandemic.

## **Report Highlights**

- A Memorandum of Understanding “**MOU**”, and accompanying amendments, for a vaccination clinic at Maple Community Centre has been executed between the City and the Region.
- Maple Community Centre has been selected and confirmed as the first municipally supported vaccination clinic in the City of Vaughan, with an operational start date of March 2, 2021.

## **Recommendations**

1. THAT this report be received.

## **Background**

At the January 25<sup>th</sup> Committee of the Whole meeting, City staff brought forth a report to request Council approval for the execution of a Memorandum of Understanding (the “**MOU**”) between York Region (the “**Region**”) and the City of Vaughan (the “**City**”) for the

purpose of operating a vaccination clinic at the Maple Community Centre. The MOU, and accompanying amendments, have been signed by both parties.

Accountability and authority for York Region's immunization strategy rests with the Medical Officer of Health. The Medical Officer of Health is also responsible for the overall operations and effectiveness of Municipal clinics and is directly responsible for clinical functions with the support of the Health Emergency Operations Centre (HEOC) and Regional Emergency Operations Centre (REOC).

The current focus for York Region Public Health is the implementation of static clinics at municipal facilities, as well as support for ongoing partner-led sites such as the Cortelluci Vaughan Hospital in partnership with Mackenzie Health. As part of the flexible hybrid model approach in place for COVID-19 mass vaccinations, the Region will also utilize other clinic models over time (e.g., small and medium sized clinics, drive-through clinics, mobile bus outreach clinics, pharmacies, and doctor's offices).

City of Vaughan and York Region staff meet on an ongoing basis to discuss logistics and implementation of mass vaccination clinics at City facilities. A Vaccination Taskforce, led by the Director of Recreation Services, has been established to continue discussions with the Region for the Maple Community Centre clinic as well as any other identifiable city facilities that the Region may establish for additional vaccination clinic operations, including outdoor spaces for drive-through operations. The taskforce includes representation from various City departments, including Recreation Services, Office of the Chief Human Resources Officer, Facility Management, Office of the Chief Information Officer, Corporate and Strategic Communications, Procurement Services, Financial Planning and Development Finance and Legal Services.

### **Previous Reports/Authority**

[Committee of the Whole \(2\) - Jan. 25, 2021 - Item 6 - MEMORANDUM OF UNDERSTANDING WITH YORK REGION PUBLIC.](#)

### **Analysis and Options**

#### **Maple Community Centre**

As determined in the MOU between the City and the Region, Maple Community Centre is the first municipally supported vaccination clinic in Vaughan. Following a number of meetings and walk-throughs, site plans for clinic operation were finalized in mid-February.

Vaccinations and recovery will take place in the multipurpose gymnasium, with access through the main entrance from Keele Street. The footprint encompasses the atrium

and former art space and various activity rooms and common space for administrative functions; storage of vaccines, personal protective equipment and information technology storage; first aid; debriefing and general staff overflow.

The Maple Community Centre vaccination clinic is operating on 12-hour shifts, seven days a week, with the ability to scale operations as the supply and distribution of vaccines become more readily available. The clinic operates by appointment only, based on the prioritization sequence outlined by the Province. The Province has secured a cloud-based central solution, COVax, to support COVID-19 vaccine clinics. This system will be used province-wide for logging services which include client management, recording administered doses, inventory management, and receipt of vaccination.

Current services such as the fitness equipment loaner program, snowshoe loaner program and curbside pick-up of library books has ceased at Maple Community Centre. These services continue to be offered at other City locations. Upon entering the Red Control Zone, select recreation programs and services have commenced with the modified and controlled reopening of community centres. Maple Community Centre will remain closed to the public and recreation offerings will not be available while the vaccination clinic is operating onsite. This commitment is anticipated to extend over at least the next four months. Concurrently, construction and renovation of the current library space at Maple Community Centre will continue in the spring and will not impact clinic operations. Hoarding and physical barriers will be installed to secure the integrity of both the construction site and clinic.

### **Non-Clinical Staffing**

York Region has deployed staff to the vaccination clinic at Maple Community Centre to manage all clinical components. Supervision and full oversight of non-clinical support staff will be managed by Recreation Services and supported by other City departments as determined by the Vaccination Taskforce:

#### Site Supervisors:

Responsible to ensure full oversight over the non-clinical aspects of the clinic through its management of local municipal staff and contracted services. The position is the key point of contact for the Clinic Manager who is ultimately responsible for the oversight of the clinic at large. Responsibilities include scheduling staff to meet shift requirements; facilitating orientation to the site, and ensuring staff are scheduled for and complete all required training; monitoring and supporting health and safety of staff, including use of personal protective equipment, and adherence to other safety practices as directed by

the Clinic Manager; overseeing all non-clinical work and supporting the Clinic Manager in all facility related issues including maintenance and IT support.

All City staff involved with the clinic have been redeployed and report to the Site Supervisor.

**Greeters:**

Responsibilities include greeting clients upon arrival; validating pre-scheduled appointments; screening for COVID-19; and directing clients to the appropriate clinic space.

**Line Managers:**

Responsibilities include greeting clients and directing to appropriate vaccination station; routing clients to proper areas; and assisting with overall navigation of the site.

**Supplies Clerks:**

Responsibilities include supporting on-site inventory management using Operative IQ and liaising with HEOC supplies as needed.

**Runners:**

Responsibilities include delivery of adequate supplies at all vaccination stations; and bringing vaccines to immunization stations.

**Data Entry and Clerical Support:**

Responsibilities include data entry as per Ministry systems; completing point of entry input; supporting sign-in, timekeeping and other clerical support as required.

**Recruitment**

Aligned with benchmarks in neighbouring municipalities, the City has determined a base pay rate for all non-clinical positions. Staffing has been secured through an expression of interest sent to Recreation staff on temporary layoff due to community centre closures in response to COVID-19; concurrently, with expressions of interest sent to the Vaughan Public Library staff. Over 140 staff submitted a formal interest to work in the vaccination clinic.

A total of 46 staff have been recalled as Vaccine Community Clinic Assistants (Greeters, Line Managers, Supplies Clerk, Data Entry and Clerical Support) to provide non-clinical administrative functions. All other staff interest will be kept on file and utilized when hours expand or additional vaccination sites become operational in Vaughan.

Three Site Supervisors are dedicated to the vaccination clinic to oversee daily operation and management of non-clinical staff; two full-time Site Supervisors have been assigned from Recreation Services and one part-time Site Supervisor from Vaughan Public Libraries.

Eight full-time facility operators have been redeployed from Facility Management and will be dedicated to the vaccination clinic for daily cleaning and disinfecting, and OCIO has redeployed on-site staff for IT support and troubleshooting.

### **Power Supply & Maintenance**

In accordance with the York Region vaccination rollout plan, the Maple Community Centre vaccination clinic is currently administering the Moderna COVID-19 vaccine. The refrigeration requirements of this particular vaccine is a major driving force in the site location and logistics. The Region has placed refrigerated systems on site and has equipped the site with uninterrupted power supply to ensure that vaccine temperatures and storage is effectively managed and maintained. The City has provided electrical services to support the power supply and has sourced larger back-up generators should it be required. The City continues to be responsible for deep cleaning, daily maintenance, and disinfection. All products and procedures have been vetted and approved by the Region.

### **IT Support & Services**

City and Region staff has addressed Wi-Fi coverage, bandwidth and speed testing, network security, cellular coverage, and additional data drops and access points as required. Staff from the Office of the Chief Information Officer are stationed on site for all shifts to support and troubleshoot technology issues as they may arise.

### **Additional Municipally Supported Sites**

Ongoing discussions are taking place with the Region on additional community centre sites and formalized planning continues. The Region's epidemiologists are assessing levels of incidence and hospitalization data to help inform the best selection for a second municipally supported site. Current attention is focused on community centres in the westerly area of Vaughan.

### **Public Information**

The Corporate and Strategic Communications department is engaging its Regional counterparts about the Region's communications efforts regarding the vaccination clinic at Maple Community Centre. This information will be promoted on the City's

communications channels and shared with Access Vaughan and Council staff to address public inquiries.

### **Financial Impact**

The Region will reimburse the City for any documented costs associated with the Region's access to municipal sites. Reimbursed costs may include but are not limited to: loss in revenue from facility rental and programs, supplies, staffing, additional utility costs for heating and lighting, maintenance, additional security expenses and long distance telephone charges, including all one-time expenses associated with start-up. Expenses are being tracked and reports are submitted to the Region bi-weekly.

### **Broader Regional Impacts/Considerations**

N/A

### **Conclusion**

The City remains committed to providing support during the COVID-19 public health emergency and will continue to collaborate with York Region to support all municipally supported vaccination clinics.


### **Attachments**

1. Maple Community Centre Vaccination Clinic Site Plan

### **Prepared by**

Sunny Bains, Director, Recreation Services, ext. 8336

### **Reviewed by**

A handwritten signature in black ink, appearing to read "Jim Harnum".

Jim Harnum, City Manager