

This sample policy is to be used as a template to develop a **3As Implementation of Covid-19 Vaccine Engagement** policy within your organizations. All organizations are encouraged to seek legal advice or assistance in developing the policy as it relates to their organizational environment.

<b>POLICY NAME:</b>	<i>e.g 3As Implementation of Covid-19 Vaccine Engagement</i>
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POLICY NUMBER:		DEVELOPED / ISSUED BY: (Author / Owner of Policy)	
DEPARTMENT:		APPROVED BY: (Name & Title)	
ISSUE DATE:		SIGNATURE OF APPROVER:	
REVISION DATE:		REVIEW FREQUENCY:	

**PURPOSE:**

To implement within [Organization's name] an organization-wide 3As approach to interactions with clients to increase local COVID-19 vaccination rates and offer protection to our communities.

**BACKGROUND: (statement on the importance of increasing vaccine uptake in the fight against COVID-19)**

On March 11, 2020, the World Health Organization first classified COVID-19 as a pandemic and since then, there has been historic health, social, and economic disruption around the world. A key strategy to tackling the COVID-19 pandemic is mass immunizations. Safe and effective immunizations are widely recognized as one of the most effective interventions for reducing the impact of infectious diseases.

In December 2020, Ontario began its COVID-19 vaccination roll-out targeting high risk populations such as long-term care and retirement home residents and staff. Since then, over 83.4% of the population age 12+ in Ontario has received two doses of their COVID-19 vaccine.

While the majority of the population has been fully vaccinated, additional approaches are needed to increase local vaccination rates. Health care organizations are a trusted source of

information and implementing the 3As approach to COVID-19 vaccination engagement is one way to increase local vaccination rates and to provide further protection to our communities.

### **SCOPE (statement to whom the policy applies)**

This policy applies to staff with direct client interaction. Examples of situations where the 3A approach could be implemented are outlined below.

### **POLICY (statement of requirements of the policy)**

Staff should implement the 3A approach with all clients eligible for COVID-19 vaccination at every interaction. This approach will ensure all clients are engaged in a discussion about immunization and are referred for/given a vaccine. Staff will ask clients about vaccination at every client interaction, advise clients of the importance of vaccination using a customized approach, and act to refer clients to appropriate action-orientated support.

This policy is meant to be integrated into daily practice whenever possible. It is recognized that there may be circumstances or interactions where it is inappropriate to ask about COVID-19 vaccination, however, the expectation is that, when feasible, the policy is implemented to the best of the staff member's ability.

### **PROCEDURE (workplace relevant procedures/steps to action the above policy)**

For example when feasible, staff will implement the following procedure.

1. **ASK** clients about COVID-19 vaccination
  - Try "As a health care professional, may I ask what your COVID-19 vaccination status is?"
  - If no, no further action is required. Ask at next interaction.
2. **ADVISE** clients on the importance of COVID-19 vaccination using a customized approach.
  - "One of the quickest ways we can protect ourselves and our community from COVID-19 is to be vaccinated". A customized approach follows—for example, "in light of your work with vulnerable populations, vaccination is a great way to protect yourself and those around you".
3. **ACT** to refer clients to action-orientated support.
  - Assist in booking a vaccination appointment
  - Give an on-the-spot vaccination
  - Provide resources that address concerns
4. To continue to increase local vaccination rates, staff will implement the 3A approach at every client interaction, including subsequent or follow-up appointments.
5. Staff will document interaction details in the clients' file (if applicable).

Scenarios where it may be feasible to implement this policy: (customize this based on your organization's roles)

- During a home visit by a nurse or support worker
- An immunization clinic i.e at the pharmacy when an unvaccinated support person is bringing someone to get vaccinated
- During a client/patient phone call
- During a dental cleaning or screening appointment

#### **DEFINITIONS:**

3A Approach: A brief, evidence-based approach that can be utilized by health care professionals to encourage vaccine uptake of their patients by addressing vaccine hesitancy in a non-judgmental manner. There are 3 steps to the approach that include asking clients about their COVID-19 vaccination status, advising them of the importance of vaccination by using a customized approach, and acting to provide options to be vaccinated.

COVID-19: An infectious disease caused by the SARS-CoV-2 virus. COVID-19 spreads through droplets or aerosols released when an infected person talks, coughs, sneezes, sings, or shouts.

#### **COMPLIANCE (state how often the policy will be reviewed)**

This policy will be reviewed on an annual basis. Activities such as obtaining staff feedback and chart audits will occur to ensure the policy is being met.

#### **QUALITY ASSURANCE: (state how evaluation of implementation of the policy will occur)**

An evaluation of the 3As approach implementation at [Organization's name] will occur and may consist of obtaining staff feedback and completing chart audits.

#### **RELATED DOCUMENTS: (sample of recommended resources)**

- [COVID-19 Vaccine Intervention flow Chart](#)
- [Fact Check: Addressing False Information about COVID-19 Vaccines](#)
- [Motivational Interviewing: A Powerful Tool to Address Vaccine Hesitancy](#)
- [Needle Fear Resource](#)
- [A Communicators Tip Sheet for COVID-19 Vaccination](#)

#### **REVIEWED BY/CONSULTED WITH:**

- (List staff member/members responsible for reviewing the policy)

#### **APPENDICES**

- (List of resources utilized to develop this policy)

#### **FOOTER NOTES**

- (As required)