

WORKPLACE HEALTH, SAFETY AND WELLNESS (WHSW)

NEW EMPLOYEE ONBOARDING FREQUENTLY ASKED QUESTIONS (FAQ)

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Immunization Requirements

A) Tuberculosis Skin Test (TST)

Q) What is a two-step Tuberculosis skin test?

A two-step TB skin test (TST) involves two tests performed within one to four weeks of each other. It can be administered and read by a nurse, a nurse practitioner or a physician. Documentation of a 2-step TB skin test must include 4 dates and 2 readings. If you have never completed, a 2-Step Tuberculin Skin Test before you must book an appointment with your family doctor or walk in clinic to get this done. This test ***can take up to 10 working day to be completed.***

NOTE: If you are able to provide documentation of two one-step TSTs which were done less than 12 months apart, this is also acceptable to meet the requirement of a two-step TST.

Q) Will Unity Health provide me with a Tuberculosis skin test (TST)?

No. If a TST is required you can consult your doctor, nurse practitioner or a walk-in clinic to have the test done.

Q) I have documentation of a two-step Tuberculosis skin test (TST) completed in the past, will I require another one?

Documentation of a two-step TST completed any time in your lifetime is accepted by WHSW (i.e. meets WHSW requirements).

If you have a documented **positive** TST then you do not require any TST after that. See the next question below for more information regarding what documentation is required in this case.

All new staff with a documented **negative** two-step TST completed at any time in their lifetime are to complete the Tuberculosis exposure risk assessment (below). If one or more of the listed high risk factors (below) applies to you, an Occupational Health Nurse will review to determine if you need to provide a baseline (one-step) TST prior to your start date.

Tuberculosis exposure risk assessment

The risk assessment should include documentation of the following risk factors since the most recent documented negative TST/AGRA or previous two (2) years whichever is most recent:

- ☐ Unprotected contact to TB in the workplace or household contact.
- ☐ Consumption of unpasteurized milk or dairy products.
- ☐ Travel to or lived for at least three (3) months in high risk countries in which there is a high disease burden within the previous six (6) months, as identified by the World Health Organization (WHO). Refer to the WHO website for more details ([Global tuberculosis report 2024](#)).
- ☐ History of diagnosed active TB disease without documentation of adequate treatment.

Additional conditions that may increase TB infection risk among HCWs include: HIV infection; Alcohol use disorder; Smoking; Living in congregate settings or an immunocompromised state

Q) I have had a **positive** Tuberculosis skin test (TST) in the past; will I require another test?

No, you will not require another test if you can provide appropriate documentation outlined below.

If you have had a positive TST in the past, please provide documentation of that test result. Please note that documentation of chest x-ray which was done on/after the date of the positive TST, confirmation of assessment and treatment of latent TB will also required.

Q) Does documentation of two (2) one-step TSTs completed more than one week apart meet the two-step TST requirement?

If you are able to provide documentation of two one-step TSTs which were done less than 12 months apart, this is acceptable to meet the requirement of a two-step TST. However, all new staff are to complete the Tuberculosis exposure risk assessment (listed above). If one or more of the listed high risk factors (listed above) applies to you, you are required to provide a baseline (one-step) TST prior to your start date.

Q) I have TB results via bloodwork (QuantiFERON/IGRA). Can I use this documentation?

A POSITIVE Quantiferon/IGRA test result is acceptable in lieu of a positive TST.

If your Quantiferon/IGRA test is **not** positive, WHSW cannot accept it and you must provide documentation of a two-step TST prior to your start date.

Q) I have had BCG vaccine. Do I still have to complete a TB skin test?

Yes, you will still need to complete a TB skin test. TST is not contraindicated if you have had BCG vaccination.

Q) I have historically tested positive on a TB skin test (TST) but I do not have documentation of the test result, so my provider has ordered a chest x-ray. Can I submit the x-ray report in lieu of documentation of a two-step TST?

A chest x-ray cannot be accepted in lieu of a TST. If you have had a positive TST in the past then please provide documentation of the TST result. If you are unable to provide documentation of the old test result then you must complete another TST and provide documentation of that.

Q) I previously completed a chest x-ray for other reasons. Can I use this documentation?

Yes, if it provides the required information and was completed after the positive TST result.

B) Measles, Mumps, Rubella (MMR)

Q) I have documentation of MMR/varicella vaccinations. Do I still need to do bloodwork?

No, you do not need to provide both. Unity Health requires documentation of EITHER vaccination OR blood titres showing immunity to MMR/ varicella. If you already have documentation of adequate vaccination (i.e. 2 doses MMR, 2 doses varicella), you will not need to provide bloodwork results.

Q) I completed my MMR and varicella immunizations several years ago. Are they still valid?

Yes, they are still valid.

Q) I completed bloodwork for MMR/varicella, and my results are “non-reactive/indeterminate”. What does this mean? Do I need to complete any vaccinations?

Non-reactive/intermediate means you are **not** immune. If your blood titres do not show immunity, Unity Health strongly recommends two doses of MMR and two doses of varicella. If you have completed these vaccinations in the past, we will accept the documentation for it. If you need vaccinations, please see page 11 for WHSW contact information and business hours.

Q) Am I considered immune if I only have documentation of one MMR and/or varicella vaccine?

If you have documentation of ONE dose of MMR/varicella vaccine, you will need one additional dose of MMR/varicella vaccine in order to be considered immune.

If you believe you’ve had two doses of MMR and/or varicella in the past but do not have documentation of the vaccinations, then you may complete bloodwork to confirm your immunity.

C) Varicella (Chickenpox)

Q) I have had a previous history of chickenpox. How do I proceed with providing this documentation?

In order to confirm a previous history of chickenpox, you will need to provide documentation of blood titres (bloodwork) confirming immunity OR proof of two varicella vaccinations.

D) Hepatitis B Immunity

Q) Do I need to complete Hepatitis B immunity requirements?

Yes – all Unity Health employees are required to submit proof of Hepatitis B immunity **AND** documentation of at least three doses of the Hepatitis B vaccine.

Q) I have previously received Hepatitis B vaccinations. Do I still need to complete bloodwork?

Yes, further blood testing is required after receiving Hepatitis B vaccinations. We require blood titres showing immunity for Hepatitis B in addition to documentation of a complete series (3 doses) of hepatitis B vaccination to consider you immune to hepatitis B.

Q) If my Hepatitis B Immunity blood test results are “non-immune” or “indeterminate”, what does that mean?

Please contact WHSW (contact information on page 11) and speak to an occupational health nurse. They will ask you to provide details of your history of hepatitis B vaccination and testing in order to determine what you require to be considered immune to hepatitis B.

E) Tetanus, Diphtheria & Pertussis (Tdap)

Q) Is the Tetanus/Diphtheria/Pertussis vaccination mandatory?

Tetanus, Diphtheria & Pertussis (Tdap) vaccination is not mandatory but highly recommended (as per Health Canada guidelines) once in adulthood (after the age of 18) and Tetanus and Diphtheria (TD) is recommended every 10 years.

Q) My TD (Tetanus, Diphtheria) vaccination was given last year, so my provider states it is not expired. Can I use this documentation for Pertussis?

No, if the vaccination does not include Pertussis, it is not acceptable. We only accept documentation of a dose containing Pertussis irrespective of the time since your last TD vaccination.

2) N95 Respirator Fit Testing

Q) Do I need a N95 respirator fit test?

Please see below for which roles at Unity Health require a N95 respirator fit test:

- **St. Joseph's** – Staff and Physicians in Clinical/Clinical support roles with direct patient contact
- **St. Michael's** – Staff and Physicians in Clinical/Clinical support roles with direct patient contact
- **Providence** – Staff and Physicians in Clinical/Clinical support roles with direct patient contact

Q) If I have a previous N95 respirator fit test from another workplace, do I still need to complete another fit test at Unity Health?

The following **two criteria** need to be met for WHSW to accept your previous fit test:

1. Your previous fit test must have been completed with a N95 respirator model that UHT currently accepts (see list below):

- N95 (Disposable)-3M 8210
- N95 (Disposable)-3M 8110S (Small)
- N95 (Disposable)-3M 1870+
- N95 (Disposable)-3M 1860S (Small)
- N95 (Disposable)-3M 1860

2. The date of your previous fit test must match the below timelines for your home site

St. Joseph's

If new hire test is **prior to** January 1, 2026, new hire will require updated fit test

If new hire test is **on or after** January 1, 2026; new hire **does not** need a fit test with UHT

St. Michael's

If new hire test is **prior to** January 1, 2025, new hire will require updated fit test

If new hire test is **on or after** January 1, 2025; new hire **does not** need a fit test with UHT

Providence

If new hire test is **prior to** January 1, 2026, new hire will require updated fit test

If new hire test is **on or after** January 1, 2026; new hire **does not** need a fit test with UHT

Q) Where and when can I complete my N95 respirator fit test?

- **St. Joseph's** – 2nd floor Sunnyside building, Rm 210, at your scheduled Pre-Employment Health Assessment or walk-in on Tuesdays and Thursdays from 8 a.m. – noon and 1 p.m. – 2:30 p.m.
- **St. Michael's** – 2nd floor Bond Wing Rm. 2-423, Monday – Friday from 7 – 3 p.m. (**walk in**, no appointment necessary)
- **Providence** – D wing Rm D-202, every Wednesday from 8 a.m.-1 p.m. and 2 p.m.-3:30 p.m. (walk in, no appointment necessary)

Q) Is there a cost to have a N95 respirator fit test?

No for any new hires, medical residents or students with active Unity Health badges or employees who were off on leave during designated biennial mask fit clinics are not required to pay the \$30 fit testing fee.

Yes for any current UHT employee who requires an updated N95 respirator fit test at a time that falls outside of the designated N95 respirator fit testing clinic every two years, or external clients who are

not affiliated with Unity Health Toronto are subject to a \$30 fit testing fee.

Only cash payments are accepted at this time.

Q) Are there any instructions for having a N95 respirator fit test?

Please do not eat, drink, smoke or chew gum 20 minutes prior to your fit testing appointment.

Additionally, please note that you must be clean-shaven in the area where the respirator will seal against your face; please review the following [resource](#) for more information.

Please contact Maskfitting@unityhealth.to if you have any additional questions.

3) Online Preplacement Forms

Q) How do I access the KICS form?

Please follow the steps:

1. Go to <https://unityhealth.to/get-involved/for-staff/>
2. Click On “For New Hires - Workplace Health, Safety and Wellness Requirements”

For Staff

Login with your network username, password and FortiToken to access the following systems:

- [Citrix](#) – Remote paystub and application access
- [FortiPortal](#) – Access eMail and UnityNet
- [ServiceNow](#) – Unity Health's new IT self-serve portal

- Workplace Health, Safety and Wellness – current employees
- For new hires – Workplace Health, Safety and Wellness requirements**
- Education and learning

3. Click on “Online Preplacement Surveillance Form and Questionnaire”

- For new hires – Workplace Health, Safety and Wellness requirements
 - Unity Health Toronto – Pre-placement surveillance form and questionnaire**
 - New hire frequently asked questions

Q) The link to the KICS form does not open for me. What do I do?

1. Try another browser (google chrome, Firefox, Edge, etc.)

If it continues to not work, please contact WHSW for further assistance

Q) I cannot submit my attachments in the form, what should I do?

If you are receiving the message “this PDF contains flagged content” please still submit the form (you can attach a blank document to satisfy the form requirements) and then email your proof to your home site email (see page 11 for contact info).

Q) I cannot fill out the Online Preplacement form because I cannot find my manager. Where can I find this?

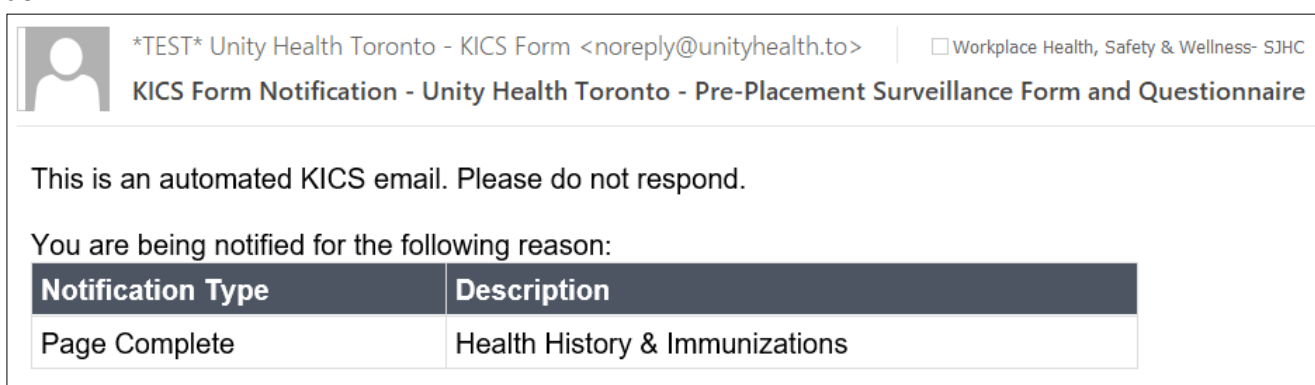
Please ensure that your manager's name is spelled correctly. Your manager's name is noted in your Offer Letter. If you are still unable to find your manager's name, contact your home site WHSW department contact info found on page 11.

Q) I am unable to submit the Online Preplacement form. What should I do?

Some questions are mandatory. For example, if you do not have your two-step TB skin test results, you will not be able to submit the form.

Q) I have submitted the form. Do I need to do anything else?

When you submit the form, an automated email from KICS will be sent out that looks like below. It is from a **noreply** email. Please check your junk mail as important next steps will be sent through this method. The most recent notification will always appear at the bottom of the email, so be sure to scroll all the way down.



If you have any additional questions about the online form, please contact your home site, contact information can be found on page 11.

4) General Onboarding Inquiries

Q) I have all the required documentation on another form (e.g. immunization record from Public Health or from another employer). Do I still need to bring the Pre-Placement Surveillance Form to my doctor to fill out?

No, Unity Health will accept your documentation as long as it provides all the required information.

Q) I was charged a fee by my primary care provider or previous employer for immunizations, TB skin test and/or form completion. Will Unity Health reimburse me?

No, Unity Health Toronto does not reimburse for fees associated with the new hire WHSW requirements process.

Q) My immunization records are written on a doctor's note. Is this acceptable?

Yes, as long as the note includes documentation of the completion dates and results for your vaccinations and/or bloodwork. It must also include the practitioner's stamp and signature, or letterhead and signature.

Q) I have previously worked at Unity Health. Is there a way for me to receive a copy of my records?

If you have worked at Unity Health previously please email your home site (see contact information on page 11) and include the dates you were previously employed at Unity Health, your home site that you worked at and date of birth. A WHSW team member will determine what information is on file and let you know what information, if any is outstanding.

Q) I am working remotely. Do I still need to comply with all WHSW requirements?

Yes, the new hire WHSW requirements are mandatory for all Unity Health staff members regardless of worksite, location, position, and duration. Your status will remain non-compliant until this has been completed.

Q) I received my immunizations from another country. Are those acceptable to use for submission?

Yes, as long as your documentation includes the completion dates and results for your vaccinations and/or bloodwork. If the documents are in a different language, please provide an English translation.

Q) I am new to the country and do not have a primary care provider in Canada. Where can I complete my TB skin test and/or my immunization requirements?

If you do not have a health care provider in Canada, you can use the following link to find a family practitioner near you: <https://www.ontario.ca/page/find-family-doctor-or-nurse-practitioner>. You can also complete your TB skin test and/or immunization requirements at a walk-in clinic. Any costs incurred while onboarding is the responsibility of the employee.

Q) I have onboarding questions not related to WHSW requirements. Who can I contact?

Please contact onboarding@unityhealth.to for other general onboarding inquiries.

Q) I require an accommodation in the workplace for medical reasons. What are the next steps?

- Please advise your manager that you require an accommodation in the workplace for medical reasons. Please do NOT share personal health information with them. Refer to UHT's Accommodation in the Workplace for Medical Reasons policy.
- If your accommodation request was disclosed on the Preplacement Questionnaire, an Occupational Health Nurse will ask you to schedule an in-person Preplacement Health Assessment. Please bring any supporting medical documentation from a relevant specialist outlining your restrictions/limitations and the associated duration.
- At any other time during your employment, please contact your home site WHSW department via email with your request for medical accommodation. Attach any supporting medical documentation from a relevant specialist outlining your restrictions/limitations and the associated duration.

Q) I already submitted all my onboarding immunizations via the online form. Is there anything else I need to do?

Not at this time. WHSW will review your submission and reach out if there are any errors or missing documentation.

- If your submission is fully compliant, you will receive a clearance email from 'KICS Automated Mailer'.
- If you are required to attend an in-person Pre-Placement Health Assessment, you will receive an email from 'KICS Automated Mailer' with a booking link on Calendly to book a Pre-Placement Health Assessment (PPHA).
- Check your junk mail if you have not received any email from KICS after submitting the form.

5) Workplace Health, Safety and Wellness Contact Information

St. Joseph's Health Centre Location 2nd floor in the Sunnyside building 2S-204 Business Hours 7:30 a.m. – 3:30 p.m. Email whsw.sjhc@unityhealth.to Phone Number 416-530-2099, Press 1 Fax Number 416-530 6733	St. Michael's Hospital Location 2nd floor in the Bond Wing 2-417 Bond Business Hours 7:00 a.m. – 3 p.m. Email whsw.smh@unityhealth.to Phone Number 416-530-2099, Press 2 Fax Number 416-864-5405	Providence Healthcare Location D Wing in the main hospital D207 Please follow the black dots from Tim Hortons. Business Hours 7 a.m. — 3 p.m. Email whsw.phc@unityhealth.to Phone Number 416-530-2099, Press 3 Fax Number 416-285-3762
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