

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: HR-18
POLICY: COVID-19 Vaccination Policy			
DATE: December 2021	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 6

POLICY STATEMENT

The Municipality will take every reasonable precaution in the circumstances for the protection of workers from the hazard of COVID-19 as required by the *Occupational Health and Safety Act, 1990* (“OHS”). The Municipality endeavors to encourage, support and maximize COVID-19 vaccination in its workplaces, and recognizes it as a critical preventative and control measure.

POLICY SCOPE

This policy applies to all municipal employees, students, volunteers and council members at workplaces where the Municipality has any duties as an employer as defined by the *OHS*. This policy covers the following content:

- Proof of vaccination
- Non-vaccinated parties
- Accommodations
- Vaccine education
- Rapid testing
- Encouraging vaccination
- Enforcement
- Roles and responsibilities
- Privacy and confidentiality
- Amendments

POLICY DEFINITIONS

Covered individuals includes all municipal employees, students, volunteers, and council members.

COVID-19 is the infectious disease caused by SARS-CoV-2, a highly contagious virus.

Vaccine(s) refers to a vaccine approved by Health Canada for use in Canada in relation to COVID-19.

Vaccination refers to the administration of a vaccine to protect individuals from COVID-19. It may include the administration of one or more doses of a vaccine.

Vaccinated refers to an individual who has received all recommended doses of a vaccine that is recommended or required **with 14 days passing after receiving last vaccine**.

POLICY CONTENT

1. Proof of Vaccination

Covered individuals who receive COVID-19 vaccinations are required to submit proof of vaccination using the Ontario Ministry of Health receipt or equivalent. Proof of vaccination from covered individuals can be securely submitted to the Clerk. First dose proof of vaccination for covered individuals must be submitted by **January 4, 2022**, with second dose (if applicable) proof of vaccination submitted by **February 15, 2022**. Any covered individuals that return to work at the

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Municipality after **January 4, 2022** must submit first dose proof of vaccination before their first day of work, and submit second dose proof of vaccination within six (6) weeks of submitting proof of their first dose. **Any covered individuals that begin to work at the Municipality are required to submit proof of vaccination as a condition of hire.**

Vaccination status information, including vaccine type and the date, time, and location for each vaccine dosage, will be collected, used and disclosed pursuant to Municipality's Privacy of Information policy, the terms of this policy, and all applicable privacy legislation.

Vaccination status information will only be collected, used and disclosed as required for the reasonable purpose of:

- Health and safety planning and as a reasonable precaution to ensure the health and safety of the workforce amidst a pandemic;
- Limited disclosure to Municipality clients as required by the terms of the service relationship or when determined to be necessary and lawful by the Municipality; and
- Administering this policy.

A receipt of vaccination can be obtained by logging into the Ontario COVID-19 portal at <https://covid19.ontariohealth.ca/>.

2. Non-vaccinated Parties

Covered individuals who do not submit proof of vaccination will be deemed non-vaccinated and will be required to continue to follow additional safety protocols and measures consistent with Public Health guidance. Those who are deemed non-vaccinated will be required to do the following as of **January 4, 2022**:

- Complete Vaccine Hesitancy training; and
- Complete rapid antigen testing and submit the results to their Supervisor and an Employee Health Coordinator on a weekly basis.
- Members of Council will be required to complete a rapid antigen test and submit the results to the Clerk or designate within 48 hours prior to attending any in person municipal function.

Non-vaccinated covered individuals will continue to comply with this policy, the restrictions set out in the Municipality's COVID-19 Guidelines, or as otherwise instructed by the Municipality, as the situation evolves in order to ensure their protection while at work. Management will determine when vaccinated parties are required to follow such safety protocols and to the extent necessary in the circumstances. Non-vaccinated covered individuals who have exemption from vaccination due to belonging to a prohibited ground may be eligible for accommodation.

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3. Accommodation

The Municipality is committed to a workplace free from discrimination and harassment in accordance with the *Ontario Human Rights Code, 1990*. The Municipality will provide reasonable accommodation for covered individuals belonging to a prohibited ground under the *Code*, short of undue hardship. Covered individuals who refuse vaccination due to personal preference do not qualify for accommodation under the *Code*.

Covered individuals seeking accommodation must identify the specific prohibited ground they believe exempts them from vaccination. Those who request accommodation must reasonably participate in the accommodation process by providing information related to the relevant prohibited ground, any limitations or restrictions that exist, and any remedies that may enable accommodation. To discuss possible exemptions related to a prohibited ground, covered individuals should contact the Clerk.

Acceptable medical documentation supporting a medical exemption from vaccination must be provided by either a physician or nurse practitioner by January 4, 2022, and include:

- That there is a medical reason preventing vaccination against COVID-19; and
- The relevant time period related to the medical reason (i.e. permanent or time-limited).

4. Vaccine Education

The Municipality recognizes the importance of providing non-vaccinated covered individuals with Vaccination Hesitancy training.

Covered individuals who are not vaccinated and do not have acceptable evidence supporting exemption, will be required to complete Vaccine Hesitancy training by **January 4, 2022**.

This training addresses the following learning components:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- Benefits of vaccination against COVID-19;
- Risks of not being vaccinated against COVID-19;
- Instruction on how to read and administer regular antigen point of care testing for COVID-19; and
- Possible side effects of COVID-19 vaccination.

5. Testing

Covered individuals who are not vaccinated must abide by the most up to date Municipality or Public Health requirements regarding testing and reporting. Starting **January 4, 2022**, covered non-vaccinated individuals will be required to complete rapid antigen testing at their own expense, on their own time and report the results to the Clerk, and on a weekly basis thereafter, prior to

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reporting to work. Council Members will be required to submit rapid antigen testing 48 hours prior to attending any in person municipal functions. Testing frequency may increase based on a risk assessment or if there is an outbreak or confirmed COVID-19 exposure in the workplace.

A positive result with a rapid antigen point of care testing device is not a diagnostic result, and individuals who have tested positive must self-isolate, report results to the Clerk and arrange for follow-up with laboratory-based PCR testing to confirm the diagnosis. Covered individuals who test positive for COVID-19 are prohibited from entering the municipal workplace.

The Municipality reserves the right to require regular mandatory rapid testing of covered individuals prior to January 4, 2022 if the public health situation evolves making this intervention necessary in order to ensure the health and safety of employees and the public.

6. Encouraging Vaccination

To maximize vaccination rates for its workforce, the Municipality will, to the extent possible:

- Assist covered individuals by providing information on COVID-19 vaccination and locations where COVID-19 vaccinations may be administered;
- Approve reasonable time off requests for covered individuals to access vaccination during work hours with no loss of wages, wherever possible.

7. Enforcement

It is very important for our collective health and safety that we follow this policy. Covered individuals who do not complete the following by **January 4, 2022**, or other required timelines in this policy, will be placed on an unpaid leave of absence:

- Proof of first and second vaccination dose(s);
- Vaccine Hesitancy training;
- Submission of rapid antigen test results to the Clerk; and
- Request for accommodation due to vaccine exemption approved by the employer.

Employees placed on a general non-statutory unpaid leave of absence are subject to the General and Unpaid Leaves of Absences Policy, which outlines the impacts to employee benefit entitlements.

If misleading or false information has been provided with respect to vaccination status, test results or accommodation, the Municipality may issue discipline in accordance with the Discipline and Dismissal Policy where necessary.

Vaccination reduces the chance that you will get sick or infected if you are exposed to COVID-19. Workplace control measures reduce the chance of being exposed to the virus; COVID-19 vaccines do not replace these measures.

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An alleged breach of this policy or any other municipal; COVID-19 control measure or policy by a Council Member shall be treated as an alleged breach of the Council Code of Conduct.

8. Roles and Responsibilities

The Municipality recognizes that we all play a role in upholding this policy. The following outlines the various roles and responsibilities placed on all parties in the workplace.

The Employer is responsible for the following:

- Compliance with this policy, and all applicable legal obligations with respect to provincial orders, occupational health and safety, human rights, privacy and other relevant legislation;
- Ensure protection of all covered individuals and take all reasonable precautions to this end;
- Establish, and review as required, all personal protective equipment requirements and preventive measures needed to reasonably protect its workforce from COVID-19;
- Maintain the dignity, privacy and respect of all covered individuals on matters related to this policy; and
- Provide Vaccine Hesitancy training available to all covered individuals who are required to complete it.

Covered individuals are responsible for the following:

- Comply with all aspects of this policy;
- Use all personal protective equipment required under this policy; and
- Follow all preventive and control measures set by the Municipality and Public Health with respect to COVID-19.

9. Privacy and Confidentiality

- Information pertaining to medical contraindication, and/or confirmation with respect to any other exemption granted will be collected and stored by the Clerk.
- Supporting documentation related to any non-medical request for an exemption will be collected by the Clerk.
- This information will be used internally by the Municipality for the purpose of administration of the policy, outbreak planning and management, workforce management, scheduling and as otherwise permitted or required by law. It will be held in confidence, securely stored and shared only as required to achieve these purposes.
- Staff should note that the Municipality may be required to collect and maintain statistical information and, on request of the Office of the Chief Medical Officer of Health, may need to disclose the statistical information to the Ministry of Health.

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- Any other disclosure in accordance with this policy will be de-identified and/or aggregated, unless permitted or required by law (e.g., occupational health or public health reporting etc.).
- Any questions about the collection, use or disclosure of this information should be directed to Human Resources.

10. Amendments

The Municipality will review this policy and update it reasonably as required to mirror the evolving nature of the pandemic, vaccine availability and government and public health authority direction.