

Policy #



### **ADMINISTRATION**

Policy #: \_\_\_\_ COVID-19 Workplace Proof of Vaccination

Approval Date:

Approval Authority: Council

Effective Date:

Next Scheduled Review Year: 2024

Department: Human Resources

Last reviewed:

Revision Date/s:

Schedules:

### **POLICY STATEMENT**

The Town of Tillsonburg is legally obligated to take all reasonable precautions to protect the health and safety of its workforce. The Town is demonstrating its commitment to promoting vaccinations as a means to ensure the health and safety of all members of its workforce and the broader community.

The purpose of this policy is to outline the Town's expectations with regard to COVID-19 vaccination and provide direction regarding the requirement to receive the COVID-19 vaccination, provide proof of vaccination or an approved exemption and identify conditions for attending the workplace without vaccination.

To help reduce the risk of COVID-19 transmission, this policy is an important measure that complements other workplace health and safety measures in place including daily screening, mandatory masking, physical distancing, hand hygiene and enhanced cleaning.

This policy applies to all active Town employees, student placements, contractors, volunteers, and members of County Council/Boards. New employees will be required to provide proof of vaccination status as a condition of employment.

## **DEFINITIONS**

**“COVID-19”** A virus belonging to a large family called coronavirus which includes the virus that causes the common cold and more severe disease such as Severe Acute Respiratory Syndrome (SARs) and Middle East Respiratory Syndrome (MERS-COV). The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.

**“Vaccine”** For the purposes of this Policy, a vaccine is defined as a Health Canada approved substance used to stimulate the production of antibodies and provide immunity against SARS-CoV-2

**“Fully Vaccinated”** Having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago, and be committed to receive any further recommended boosters.

**“Proof of Vaccination”** Documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating individual immunization status against the COVID-19 virus.

**“Proof of Medical Exemption”** Medical documentation provided by a physician or nurse practitioner in the extended class that sets out: (i) an acceptable medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason.

**“Educational Program”** An educational program that is provided by the Town and 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
- Possible side effects of COVID-19 vaccination

**“Contractor/Consultant”** For the purpose of this policy, a contractor/consultant is defined as any individual who is hired to perform work for the Town or works for a business or organization that has been contracted by the Town to perform work and performs such work:

- Indoors OR
- In close proximity to County staff or members of the public. Close proximity means less than 6 feet distance for longer than 15 minutes at any one time.

## **PROCEDURES**

1. **COVID-19 Vaccinations – Employees, Members of Council/Boards, Volunteers and Student Placements**

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- 1.1 Employees, members of the Town of Tillsonburg/Boards, volunteers, and student placements shall comply with one of the following, in a manner prescribed by the Town, regardless of how often they are currently attending at the work location, or how much time they spend there:
    - a. Provide proof of full vaccination status against COVID-19, or
    - b. Provide acceptable medical documentation or other Human Rights protected reason for not being vaccinated against COVID-19, as outlined in section 3.0, or
    - c. Declare their intent not to be vaccinated against COVID-19 and participate in an educational program.
  - 1.2 An individual outlined in 1.1 b. and c. who does not provide proof of full vaccination against COVID-19 shall submit to regular testing for COVID-19 and demonstrate a negative test result at intervals determined by the Town.
  - 1.3 Where an individual has received one dose of the COVID-19 vaccine and has not yet received their scheduled second dose, the individual shall submit to regular testing for COVID-19 and demonstrate a negative test result at intervals determined by the Town, until 14 days following administration of their second dose.
  - 1.4 Inactive employees on a leave of absence are not required to comply with 1.1 so long as they remain inactive; however, must comply prior to returning from leave.
- 2. COVID-19 Vaccinations – Contractors/Consultants**
- 2.1 Departments are responsible to ensure that all contractors/consultants as defined in this policy are advised of the requirement to have fully vaccinated or regularly tested staff perform work for the Town.
  - 2.2 The Department Director reserves the right to determine if a contractor/consultant meets the definition under this policy and will ensure this policy is applied in a reasonable manner as it relates to contractor/consultants.
- 3. Providing Proof of An Approved Exemption**
- 3.1 The Town will comply with its Human Rights obligations and accommodate individuals who are legally entitled to accommodation. Exemptions will be made for grounds protected by the Ontario Human Rights Code, which include confirmed medical or religious reasons. Human Resources will assist with accommodation questions, concerns and requests.
  - 3.2 Employees are required to provide acceptable medical documentation from either a physician or nurse practitioner in the extended class that sets out:
    - The medical reason(s) that the person cannot be vaccinated against COVID-19 and;
    - The effective time period for the medical reason (i.e., permanent or time-limited).Human Resources staff will determine if the medical documentation is acceptable, or if further follow up with the employee's physician or nurse practitioner is necessary.
- 4. Mandatory COVID-19 Vaccination Education**
- 4.1 Unvaccinated individuals who do not have an approved exemption, will complete a mandatory education session regarding COVID-19 vaccination and submit proof they have completed the educational program.
- 5. Obtaining a Test**
- 5.1 Individuals will be required to obtain testing at their own cost outside of working hours.
  - 5.2 Should an individual receive a positive result on a test, they must:
    - Go home immediately and self-isolate, following all public health direction;
    - Get tested as soon as possible (ideally within 48 hours) with a regular laboratory test at a testing center;
    - Contact their Supervisor and Human Resources as soon as possible following the positive test.

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**6. Access to COVID-19 Vaccination Clinics**

- 6.1 Reasonable arrangements will be made to allow staff to attend COVID-19 vaccination clinics during work time.
- 6.2 Employees must obtain approval from their supervisor in advance before attending a clinic during work time.
- 6.3 All efforts should be made to allow the employee to use time at the beginning or end of their shift or to extend lunch and break times as operationally feasible to attend vaccination clinics.

**7. New Employees, Volunteers, Student Placements**

- 7.1 Proof of full vaccination status will be required for all newly hired employees as a condition of employment, volunteers, and student placements, unless accommodation is requested for a Human Rights related reason.

**8. Confidentiality**

- 8.1 Information relating to an individual's proof of vaccination and/or reason(s) for not receiving a COVID-19 vaccination will remain in their confidential Human Resources file, and will be collected, protected and reported on in accordance with privacy legislation.

**9. Non-compliance**

- 9.1 In accordance with the Town's Human Resources policies, collective agreements and applicable legislation, directives, and policies, any non-compliance with the COVID-19 Workplace Vaccination Policy will result in a meeting with the employee, including their supervisor and Union representative if applicable.
- 9.2 Non-compliance is subject to possible discipline, up to and including termination of employment.

**10. Continued Adherence to Public Health Measures**

- 10.1 All employees are required to practice Public Health measures to control the spread of COVID-19 regardless of their vaccination status.
- 10.2 Employees must adhere to the Town's health and safety protocols at all times while in the workplace, including daily COVID-19 screening, hand hygiene, physical distancing where possible, and the use of Personal Protective Equipment as required by their position.

**11. Exceptions**

- 11.1 The Chief Administrative Officer reserves the right, based on business operating need, public safety and other relevant considerations, to make exceptions to the policy on an individual and/or departmental basis.
- 11.2 Some Town departments, such as Fire and Emergency Services, may have additional mandates, directives or reporting requirements, and those departmental policies supersede this policy.