



POLICY

SECTION: HUMAN RESOURCES

NO: HR-HS-58

REFERENCE: HEALTH AND SAFETY

Date:
January 1, 2022

Next Review Date:
TBD

TITLE: COVID-19 Vaccination Verification Policy

1.0 POLICY STATEMENT

- 1.1 The City of Dryden is committed to providing a safe working environment for all employees, and protection from the hazards of the COVID-19 virus. It is therefore critical that the City of Dryden and our employees take all reasonable precautions to protect against the transmission and reduce the severity of the illness associated with COVID-19.
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2.0 SCOPE

- 2.1 The purpose of this policy is to:
- (a) Protect the health & safety of the City of Dryden employees by taking steps to help eliminate the risk of transmission of COVID-19 in the workplace and;
 - (b) To meet the obligation under the Occupational Health and Safety Act to take all necessary precautions to protect the health and safety of the workforce.
- 2.2 This policy provides expectations and requirements of The City of Dryden employees, members of City Council, members of Council committees, municipal board members and City volunteers with regards to COVID-19 vaccination and proof of vaccination.

- 2.3 This policy will be subject to Federal, Provincial, and Northwestern Health Unit (NWHU) regulations related to the COVID-19 pandemic and could be subject to changes based on public health mandates, guidelines and/or measures.
- 2.4 The following are subject to this policy:
- (a) All City of Dryden employees (full-time, part-time, permanent, temporary, casual, students, term-contract and volunteer fire fighters);
 - (b) City of Dryden members of Council;
 - (c) Members of Council committees, municipal board members and City volunteers.
- 2.5 All new employees will be required to provide proof of full COVID-19 vaccination status prior to hire as a condition of their employment with the City of Dryden. This requirement will be administered in accordance with the City's obligations under the Ontario *Human Rights Code*.

3.0 DEFINITIONS

- 3.1 City Workplace is:
- (a) Any building or part of a building where one or more employees work and includes, but is not limited to the following:
 - (i) Employee eating areas, change rooms, washrooms and lounge areas;
 - (ii) Stairwells, entrances, parking garages, service bays, loading and receiving areas and warehouses;
 - (iii) Offices, general or private, customer service areas.
 - (b) Any City owned or leased vehicles or motorized equipment and in personal vehicles used for work purposes; and,
 - (c) Outside worksites including parks, patios, playgrounds and sports venues where employees are performing their duties.
- 3.2 **COVID-19** is 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

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Syndrome (MERS-COV). The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.

- 3.3 **Approved Vaccine** means a COVID-19 vaccine that has been approved for use by Health Canada. A list of approved vaccines can be found at <https://www.canada.ca/en/health-canada/services/drugs-health-products/covid19-industry/drugs-vaccines-treatments/authorization/list-drugs.html>
- 3.4 **Fully Vaccinated** means having received the completed series of an approved COVID-19 vaccine by Health Canada. An individual is considered fully vaccinated 14 days after receiving their completed series. Should there be additional vaccines or booster shots which are required as recommended by Health Canada in the future, these will also be required to be considered Fully Vaccinated under this Policy.
- 3.5 **Proof of Vaccination** is documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent showing Full Vaccination. A copy of the vaccination receipt can be obtained by logging in to Ontario's portal <https://covid19.ontariohealth.ca/> to download or bring up the receipt. Health card number, date of birth and postal code are required information.
- 3.6 **Education Program** is an educational program that has been approved and/or provided by the City of Dryden and addresses the following learning components:
- How COVID-19 vaccines work to provide protection
 - 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

4.0 Procedure

- 4.1 The City encourages all individuals to make an informed decision regarding COVID-19 vaccination.
- 4.2 By no later than January 4th, 2022, all individuals covered under this policy are required to comply with one of the below options:
- (a) Submit proof of full COVID-19 vaccination to the Manager of the Human Resources Department. Your proof of COVID-19 vaccination can be

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retrieved from the Ministry of Health at <https://covid-19.ontario.ca/proof-covid-19-vaccination> OR;

- (b) If the individual has only received the first dose of a two series vaccine, submit proof of first dose, and, as soon as reasonably possible, proof of administration of the second dose.
 - (c) Submit written proof to the Manager of Human Resources of a medical exemption provided by a physician or nurse practitioner that sets out a documented medical reason for not being fully vaccinated against COVID-19, and the effective time period for the medical reason (i.e. permanent or time-limited).
 - (d) Individuals who elect not to be vaccinated or disclose vaccination status must submit a signed COVID-19 Declaration form indicating their status to the Manager of the Human Resources department.
- 4.3 All individuals under 4.2 (b), (c) & (d) above will be required to complete the Education Program. This program is mandatory. Confirmation to the completion of this educational program must be submitted by January 31, 2022.
- 4.4 All individuals under 4.2 (b), (c) & (d) above will be required to perform Rapid Antigen Testing once every seven (7) days commencing on January 31, 2022. The number of times per week that testing is required may change at the City's sole discretion and in response to changing Public Health direction or in response to changes in risk level. This requirement for testing also applies to individuals who have received their final dose of a COVID-19 vaccine less than 14 days before January 31, 2022 and will continue until they are Fully Vaccinated in accordance with this Policy.
- 4.5 Individuals must provide verification of a negative test result at a minimum of twelve (12) hours prior to reporting to work. Results are to be sent to the individual's immediate Supervisor.
- 4.6 Individuals who require a Rapid Antigen Test are responsible for the cost of the test as well as the booking of their own appointments at a location that offers this service. The City will reimburse the cost of regular rapid antigen testing for individuals who are not vaccinated as a result of a medical reason that has been approved as a medical exemption by the City or who are not vaccinated as a result of another *Code* protected reason that has been approved by the City.

5.0 ROLES AND RESPONSIBILITIES

5.1 Managers/Supervisors are required to:

- (a) Ensure that all employees are aware of the City's COVID-19 Vaccination Verification Policy, the importance of being vaccinated against COVID-19 and complete any required education or training about COVID-19, including vaccinations and safety protocols.
- (b) In consultation with Human Resources, ensure that employees have provided their vaccination status as per the COVID-19 Vaccination Verification Policy.
- (c) Manage any employee who is required to obtain rapid antigen testing as per the COVID-19 Vaccination Verification Policy.
- (d) Follow and comply with all Federal and/or Provincial mandates or directives regarding the vaccination of employees.
- (e) Continue to enforce workplace precautions (daily health screening, mandatory masking, physical distancing, proper hand hygiene, and enhanced cleaning) that limit the spread of the COVID-19 virus.
- (f) Where operationally feasible, reasonable arrangements can be made to allow for staff to attend COVID-19 vaccination clinics during work time, using existing applicable leave entitlements.

5.2 Employees are required to:

- (a) Submit the requested vaccination documentation in accordance with this policy.
- (b) Continue to follow health and safety protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination.
- (c) Remain informed about COVID-19 and COVID-19 vaccination as it relates to your role, personal health and/or professional requirements.
- (d) Adhere to any additional mandates, directives, or reporting requirements from Provincial or Federal authorities.
- (e) Identify and utilize opportunities to obtain a COVID-19 vaccination through community clinics or from health care professionals.
- (f) If additional booster doses of the COVID-19 vaccine are required, ensure subsequent doses are also received.
- (g) Recognize that there is no requirement under Human Rights Legislation or Ontario Human Rights Code that requires the employer to accommodate a personal refusal to be fully vaccinated arising from political and/or personal principles.

5.3 Human Resources are required to:

- (a) Provide an educational program and other information as required to employees about the importance of being vaccinated.
- (b) Receive and collect all proof of vaccinations, medical exemptions or written confirmation of unvaccinated or non-disclosed vaccination statuses, maintain a list of employees' vaccination status, and inform the Managers of the statuses.
- (c) Ensure that any records of COVID-19 vaccination held by the City of Dryden are stored and used in compliance with privacy legislation.

6.0 COMPLIANCE AND VIOLATIONS

- 6.1 Non-compliance with this policy will be addressed according to the City's Code of Conduct Policy (HR - CO - 01) and Discipline Policy (HR - DI - 01). Failure to adhere to this policy could result in disciplinary action, up to and including termination of employment.

The City continues to monitor the rapidly evolving situation due to COVID-19 and its variants. This policy will be reviewed regularly and is subject to change. The City will continue to be guided by Public Health and assess whether additional measures are required, and the policy will be updated and communicated accordingly.

History			
Approval Date:	December 13, 2021	Approved by:	By-law 2021-103
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