



<b>Corporate Policy</b>		<b>CP.11.2.6</b>
<b>Section</b>	<b>11</b>	<b>People and Talent</b>
<b>Subsection</b>	<b>2</b>	<b>Health, Safety and Wellness</b>
<b>Subject</b>	<b>6</b>	<b>COVID-19 Vaccination Policy</b>
<b>Approval Authority:</b> 2021.12.08-CR.01	<b>Effective Date:</b> December 08, 2021	

## **1. Policy Statement**

The Town of Innisfil (the “Town”) is committed to maintaining a safe and healthy workplace for all employees. The Town recognizes the importance of full vaccination, in combination with health and safety precautions, in providing a high level of protection against COVID-19 and COVID-19 variants, as well as to help reduce the risk of COVID-19 transmission.

The Town strongly encourages that all employees and Members of Council who can be vaccinated against COVID-19 as one of the measures the Town is taking to protect the health, wellness and safety of themselves, their co-workers, and members of the public.

This policy aims to achieve full vaccination among all Town employees, while recognizing individual considerations as it pertains to vaccination and the policy outlines requirements for those who are not vaccinated. All employees are required to disclose their vaccination status.

## **2. Purpose**

The health, safety and well-being of the Town’s workplace community is a priority.

The purpose of this policy is to provide information on the requirements for mandatory disclosure of vaccination status and the corresponding regular testing expectations for unvaccinated and partially vaccinated employees.

This policy is aligned with the employer’s general duties under the *Occupational Health and Safety Act* to take every reasonable precaution to protect its workers (broadly defined) and the responsibility to assess the workplace for risks, including that of COVID-19 transmission.

This policy is further applied in accordance with the *Ontario Human Rights Code* and any other applicable legislation and/or collective agreement.

As the pandemic evolves, and/or legislation or public health guidance changes, the purpose and requirements outlined in this policy may be amended from time to time at the sole discretion of the Town.

### 3. 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. The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2;

**Educational Program** – a program that has been approved by and provided by the Town and addressing the following learning components:

- How COVID-19 vaccines work
- Vaccine safety related to the development of the COVID-19 vaccinations
- Benefits of vaccination against COVID-19
- Risks of not being fully vaccinated against COVID-19
- Possible side effects of COVID-19 vaccination;

**Employees** – for the purposes of this policy, this term shall include full-time, part-time, contract, seasonal, casual, student/co-op employees; Members of Council, Volunteer Firefighters and new hires/employees;

**Fully Vaccinated** – having received the full series of a COVID-19 vaccine or combination of COVID-19 [vaccines approved by the World Health Organization](#) (i.e. 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;

**Partially Vaccinated** – a person is considered partially vaccinated when a two dose vaccine series is not complete (i.e. has received only one of a two dose series OR if less than fourteen days have passed since completion of the vaccine series);

**PCR Test** - the polymerase chain reaction (PCR) test for COVID-19 is a laboratory-based molecular test that is primarily used for diagnostic purposes. It detects viral genetic material and is the most accurate COVID-19 test;

**Proof of Vaccination** – a paper or electronic version of one's vaccine certification/receipt, including employee name, date of vaccination and brand of vaccine, as may be issued from Ontario's provincial vaccination portal or Provincial Vaccine Contact Centre, an Indigenous Health Provider, the clinic where the second dose was received, from the Canadian Armed Forces, or other province or territory or international equivalent indicating individual immunization status against COVID-19;

**Antigen Point-of Care Testing** – testing that is used to screen individuals for possible COVID-19 infection. They detect specific proteins on the surface of the virus and are often referred to as rapid antigen tests and typically provide results in less than an hour;

**Unvaccinated** – employees who have not received, nor are intending to receive, the full series of a COVID-19 vaccine or combination of COVID-19 [vaccines approved by the World Health Organization](#) (i.e. two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series). Employees who fail to disclose their vaccination status will be deemed to be 'unvaccinated' under the scope of this policy;

**Vaccine** – is the preparation used to stimulate the body’s immune response against disease;

**Vaccination** – is the act of introducing a vaccine into the body;

**Valid Exemption** - refers to employees who are not able to obtain a COVID-19 vaccination for a reason related to a protected ground under the *Ontario Human Rights Code*, namely by reason of a medical exemption and/or their creed/religion and have submitted the applicable exemption form, approved by the Town.

#### **4. Responsibility**

All members of the Town’s workplace community are expected to meet individual responsibilities as outlined in this policy.

##### **Management Responsibilities**

- Understanding and upholding the principles of this policy, including leading by example.
- Ensure employees complete any required education or training about COVID-19.
- Continue to provide employees with direction on workplace COVID-19 health and safety measures and protocols and enforce workplace measures to prevent the spread of COVID-19.
- Manage employees who do not comply with the requirements of this policy, in consultation with People & Talent.
- Adhere to any Federal or Provincial legislation, directives or mandates requiring vaccination.

##### **Employee Responsibilities**

- Adhere to the spirit and intent of this policy.
- Disclose COVID-19 vaccination status and comply with the requirements of this policy.
- Continue to follow all health and safety policies, procedures, and protocols to ensure personal safety and prevent the spread of COVID-19.
- Remain informed about COVID-19 and COVID-19 vaccination as it relates to your position, personal health and/or professional requirements.
- Complete any required education or training on COVID-19.
- Identify opportunities to obtain COVID-19 vaccination through community clinics, health care professionals, pharmacies, and other available options.
- Undertake all required testing if Unvaccinated.
- Adhere to any Federal or Provincial legislation, directives or mandates requiring vaccination.

##### **People & Talent**

- Upholding the principles of this policy.

- Manage the Antigen Point-of-Care Testing program for Unvaccinated employees.
- Provide information to management to ensure employee eligibility to access the workplace in keeping with the Antigen Point-of-Care Testing program.
- Provide accommodation support for employees as required, in accordance with this policy.
- Provide information and guidance to management and employees this policy and related inquiries.
- Assist management with any employee health and safety issues arising from application of this policy, including liaising with union executives as applicable.
- Assist management with addressing employee non-compliance of the policy.
- Ensuring confidentiality is maintained in the collection, storage and use of vaccination status, vaccination records and rapid antigen test results in compliance with privacy legislations and corporate policies.

### **Non-Employee Responsibilities**

Visitors, volunteers, contractors, consultants, and guests are expected to comply with the COVID-19 Essential Visitor Screening protocol at the Town of Innisfil.

### **5. Application**

This policy applies to all Town employees including but not limited to full-time, part-time, contract, seasonal, casual, student/co-op employees; Members of Council, Volunteer Firefighters and new hires/employees. For the purposes of this policy only, the reference to “employees” will include all individuals outlined in the statement above.

All employees are required to comply with the policy regardless of workplace location, including employees on-site, working remotely, or in a hybrid model.

Where employees are subject to an Ontario provincial directive or Simcoe Muskoka District Health Unit directive/instruction with respect to COVID-19 vaccination that is more stringent than this policy, such directive/instruction shall prevail over this policy.

### **6. Administration**

All Town employees are strongly encouraged to be Fully Vaccinated for COVID-19 and any subsequent recommended boosters, for the purpose of conducting work.

Employees who are Unvaccinated (excluding those with valid exemptions) or fail to disclose their vaccination status must undergo mandatory COVID-19 vaccination education and provide proof of a negative Antigen Point-of-Care Test twice a week.

### **Accommodation**

The Town recognizes and is committed to respecting its accommodation obligations under the *Human Rights Code*. Where an employee cannot receive a COVID-19 Vaccine due to a protected ground set out in the code, such as due to medical and creed/religious considerations, the employee can request accommodation and/or a

code-based exemption. Accommodation and/or exemption requests require the completion of the appropriate COVID-19 vaccination exemption form and will be reviewed and are subject to the Town's accommodation process. People & Talent will work with employees who receive an approved exemption to develop an appropriate accommodation plan as may be required with alternative health and safety measures. Employees with an approved human rights, medical and/or creed religious accommodation/exemption are required to undergo regular Antigen Point-of-Care Testing as outlined in the policy. The policy does not include exemptions for personal and/or political reasons.

### **Disclosure of Vaccination Status**

- All employees are required to disclose their vaccination status to People & Talent by December 20, 2021.
- Employees who fail to disclose their vaccination status will be deemed Unvaccinated under the scope of the policy and will be subject to the same requirements as Unvaccinated employees.

### **COVID-19 Policies and Procedures**

Regardless of vaccination status, all employees must adhere to COVID-19 measures and testing requirements associated with COVID-19 symptoms as mandated by the Province, Public Health and Town policies and protocols.

### **Vaccination Status and Policy Application**

Employees must disclose their vaccination status (i.e., Fully Vaccinated, Partially Vaccinated, or Unvaccinated) to People & Talent by December 20, 2021.

#### Fully Vaccinated Employees

- Employees who are Fully Vaccinated must provide Proof of Vaccination evidencing Fully Vaccinated status to People & Talent by December 20, 2021 at 4:30 p.m.

#### Partially Vaccinated Employees

- Partially Vaccinated Employees must provide Proof of Vaccination evidencing Partially Vaccinated Status to People & Talent by December 20, 2021 at 4:30 p.m.
- Employees are required to provide proof of being Fully Vaccinated (second dose of a two-dose series) on or before February 28, 2022.
- Failure to provide proof of being Fully Vaccinated by February 28, 2022, will result in the employee being considered Unvaccinated until proof is submitted.
- Partially Vaccinated employees are required to undergo regular Antigen Point-of-Care Testing twice per week and provide the results to People & Talent in the manner required by the Town. The frequency of such testing may be increased or decreased at the Town's sole discretion. Required testing will be conducted on the employee's own time and at their own expense.

- The Antigen Point-of-Care Testing requirement will come into effect January 6, 2022.

#### Unvaccinated Employees with a Valid Exemption

- Unvaccinated employees with a Valid Exemption must complete and submit the applicable exemption form to People & Talent for collection, review and approval.
- People & Talent will work with Unvaccinated employees with a Valid Exemption to develop an appropriate accommodation plan with alternative health and safety measures, as may be required. The Town may engage independent third-parties, as may be required, in the administration of the exemption and accommodation process.
- Unvaccinated employees with a Valid Exemption are required to undergo regular Antigen Point-of-Care Testing twice per week, or as often as required by the Town in its sole and absolute discretion and provide the results to People & Talent in the manner required by the Town.
- Antigen Point-of-Care Testing required under this Policy for Unvaccinated Employees with a Valid Exemption may be conducted during working hours and the Town will reimburse employees for the expense incurred as a result of the testing through the expense reimbursement process.
- The Antigen Point-of-Care Testing requirement will come into effect January 6, 2022.

#### Unvaccinated Employees Without Valid Exemption

- For Unvaccinated employees without Valid Exemption (including employees who fail to disclose their vaccination status by December 20, 2021), the following shall apply:
  - Employees are required to undergo regular Antigen Point-of-Care Testing twice per week testing and provide the results to People & Talent in the manner required by the Town. The frequency of such testing may be increased or decreased at the Town's sole discretion.
  - Antigen Point-of-Care Testing required under this Policy for Unvaccinated Employees without a Valid Exemption (including Employees who fail to disclose their vaccination status by December 20, 2021) will be conducted on the employee's own time and at their own expense.
  - The Antigen Point-of-Care Testing requirement will come into effect January 6, 2022.

Employees who screen positive for COVID-19 on an Antigen Point-of-Care Test must self-isolate and are not allowed to access Town facilities and worksites. They are required to follow up with a PCR test immediately thereafter. Isolation periods required as a result of a PCR positive test will be addressed in line with current Public Health guidelines and Town protocols.

#### **Mandatory COVID-19 Education**

- Employees who are unvaccinated and those who fail to disclosure their vaccination status must complete a mandatory educational component as

implemented by the Town to ensure they are adequately informed about the COVID-19 vaccines and the risk associated with not being vaccinated.

- The educational component must be completed by January 10, 2022.

### **Support for COVID-19 Vaccination Appointments**

The Town will endeavour to support employees in obtaining their COVID-19 vaccination. If operationally feasible and with the permission of their Supervisor, eligible employees may flex their time and if unable to flex, time may be granted up to two hours per vaccination appointment during working hours to obtain their vaccination(s).

### **Continued Adherence to Public Health Measures**

All Employees are required to continue to practice Public Health measures and Town COVID-19 policies, procedures and protocols to control the spread of COVID-19 despite vaccination status. The Town will also continue to review the Antigen Point-of-Care Test process following federal and provincial guidelines.

Any employee who experiences symptoms related to COVID-19, are to follow the Town's screening and monitoring protocol and as required to book an appointment to receive a COVID-19 test at a testing center in your community.

### **Non-Compliance**

Employees who fail to comply with the COVID-19 Vaccination Policy, and/or employees who falsely represent their status of vaccination or test results for any reason, will be held accountable and subject to disciplinary action in accordance with the Corrective Action Policy, up to and including termination in accordance with all applicable legislation, collective agreements and Town policies.

Breaches of the Respectful Workplace Policy pertaining to vaccination status is unacceptable and will not be tolerated from anyone and breaches will be subject to the Corrective Actions Policy.

### **Ongoing Policy Review**

The Town will continue to monitor and assess the evolving COVID-19 landscapes and will review the COVID-19 Vaccination Policy as often as is required, but in any event, no less than every three (3) months until it is rescinded or revoked. It is at the Town's sole discretion to implement new and/or adjust precautions and protocols to protect the health and safety of employees and may amend this policy accordingly. Policy changes to the policy will be communicated to employees.

### **Confidentiality**

All information collected under the COVID-19 Vaccination Policy will be handled by People & Talent for the purposes outlined in the policy. The Town will maintain vaccination disclosure information and rapid antigen testing results in accordance with privacy legislation, including the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) as applicable. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

## 7. Exceptions

There are no exceptions to this Policy.

## 8. References

*Human Rights Code*

*Occupational Health & Safety Act*

*Municipal Freedom of Information and Protection of Privacy Act*

Simcoe Muskoka District Health Unit

## 9. Revision History

<b>Revision Number</b>	<b>Date</b>	<b>Summary of Changes</b>	<b>Approval Authority</b>