

# POLICIES AND PROCEDURES



## COVID-19 VACCINATION POLICY

EFFECTIVE: October 25, 2021

APPROVED BY COUNCIL: October 25, 2021

Updated: December 15, 2021

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### 1. Introduction

- 1.1 The World Health Organization (WHO) declared COVID-19 a pandemic on March 11, 2020. Since then, health and safety measures along with vaccinations have become the primary COVID-19 transmission control measure. This policy is designed to reduce the risk of COVID-19 transmissions in Township of Scugog facilities and workplaces.

### 2. Policy Statement

- 2.1 The Township of Scugog (Township) is committed to providing a safe environment for all staff and patrons of Township facilities and/or leased properties.
- 2.2 As an employer, the Township has an obligation under Provincial legislation and the Occupational Health and Safety Act (OHSA), 1990, to take all reasonable precautions to protect the health and safety of its workforce.
- 2.3 To help reduce the risk of COVID-19 transmission in Township facilities and workplaces, this vaccination policy is an important measure that complements other health and safety measures in place including daily staff COVID-19 assessments, mandatory masking, physical distancing, hand hygiene and enhanced cleaning.
- 2.4 This policy is in line with Public Health guidance and supports the direction that vaccines provide a high level of protection against COVID-19 and related variants. Getting fully vaccinated against COVID-19 is the best defense against the virus and related variants and should be encouraged.

- 2.5 An employee's vaccination status will be protected in accordance with privacy legislation.
- 2.6 It is understood that the provincial and regional approach to reducing the spread of COVID-19 continues to remain fluid and evolving. As such, this policy may be subject to amendment from time to time as required.

### **3. Purpose**

- 3.1 To outline the Township's expectation with regard to COVID-19 vaccinations;
- 3.2 To provide direction to vaccinated employees regarding providing proof of vaccination; and
- 3.3 To provide unvaccinated employees with direction and conditions for attending work.

### **4. Scope**

- 4.1 This policy applies to all employees of the Township including members of Council.

### **5. 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

**Employee** – An employee is defined as:

- (i) A person who performs work or supplies services for monetary compensation.
- (ii) A student who performs work or supplies services for no monetary compensation under a work program.

- (iii) Other persons who work or provide services to an employer for no money, who may be prescribed by regulation i.e. volunteer worker.

**Fully Vaccinated** – A person is considered fully vaccinated if they received the full series of a COVID-19 vaccine authorized by the Health Canada.

**Proof of Medical Exemption** – Written proof of a medical exemption, provided by a physician or nurse practitioner must document the:

- (i) Medical reason for not being fully vaccinated against COVID-19; and
- (ii) Effective time-period for the medical exemption.

**COVID-19 Education Program** – A program approved by and/or provided by the Township 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;
- Possible side effects of COVID-19 vaccination; and
- Risks of not being vaccinated against COVID-19;

**Rapid Antigen Test** – An approved test that detects the presence of viral proteins (antigens) expressed by the COVID-19 virus in a sample of the respiratory tract.

**Vaccine** – For the purposes of this Policy, a Vaccine is defined as a substance used to stimulate the production of antibodies and provide immunity against SARS-CoV-2.

## 6. Policy Details

All Township employees are required to be fully vaccinated, with the exception of those who provide proof of a medical exemption or valid and approved exemption under the Ontario Human Rights Code.

### 6.1 Vaccinated Employees

Fully vaccinated employees are required to provide proof of their vaccination series to the Manager of Human Resources by 4:30 pm on Tuesday, November 23, 2021.

Partially vaccinated employees are urged to book their second vaccine appointment and provide proof of their appointment to the Manager of Human Resources by 4:30 p.m. on Tuesday, November 23, 2021.

Volunteers appointed to Advisory committees/boards of Council will be required to provide proof of their vaccination series to the Municipal Clerk by 4:30 p.m. on Tuesday, November 23, 2021.

### 6.2 Unvaccinated Employees

Employees who are unvaccinated or deemed unvaccinated (i.e. those who have failed to disclose their vaccination status) will be required to complete a mandatory vaccination education course.

#### **Exemption**

Unvaccinated employees having an Ontario Human Rights exemption including medical exemption may be required to:

- (i) Declare their exemption with the Manager of Human Resources; and
- (ii) Participate in the Unvaccinated Employee Program.

Employees declaring an Ontario Human Rights Code exemption and requesting accommodation will be assisted with accommodation questions, concerns and requests by the Manager of Human Resources.

The Township will comply with its human rights obligations and accommodate employees who are legally entitled to accommodation.

Unvaccinated Employees with an exemption will be required to participate in the Unvaccinated Employee Program.

### 6.3 Unvaccinated Employee Program

Employees required to participate in the Unvaccinated Employee Program will:

- (i) Participate in the COVID-19 Education Program;
- (ii) Participate in regular rapid antigen tests every 48 hours up to two times per week; and
- (iii) Provide all rapid antigen test results to the Manager of Human Resources.

Employees will be provided one week to complete the education program. Employees who refuse to complete the education course within the allocated timeframe will be placed immediately on an unpaid administrative leave.

### 6.4 Reconsideration of Vaccination Status

Employees who complete the education course will be given an additional two weeks to reconsider their vaccination status. During this time, these employees will be permitted to continue working, but will be required to provide the results of negative antigen tests every 48 hours up to two times per week on their own time, in accordance with the Policy. At the end of the reconsideration period, if an employee has obtained their first dose and committed to receiving the second, they will be permitted to continue working, subject to the requirements to provide the results of negative antigen tests in accordance with the Policy. However, if an employee takes no action to become vaccinated during the reconsideration period, they will be placed on an unpaid administrative leave **unless the Township determines that it is operationally feasible for the employee to work remotely. If the Township determines that it is operationally feasible for the employee to work remotely, the employee must work remotely until such time as they receive the first dose of an approved COVID-19 vaccine, or the Township determines that it is no longer operationally feasible for them to work remotely.**

Those employees who have a valid exemption will be subject to testing every 48 hours up to two times per week.

## 6.5 Access to COVID-19 Vaccination Clinics

All efforts will be made to allow employees to use time at the beginning or end of their shift or through extended breaks, as operationally feasible, to attend vaccination clinics. Employees wishing to obtain COVID-19 vaccinations are encouraged to discuss these opportunities with the Manager of Human Resources.

Where employees are unable to attend a vaccination clinic during their regularly scheduled work hours, the Township will compensate staff for a period of 30 minutes outside of work time to receive a vaccination subject to any limitations under a collective agreement or policy.

## 6.6 Continued Adherence to Public Health Measures

In an effort to control the spread of COVID-19 in the workplace, all employees are required to practice current Public Health measures regardless of their vaccination status including:

- Self-screening before entering a Township facility;
- Wearing face masks;
- Handwashing; and
- Practicing physical distancing where possible.

## 6.7 Non-Compliance to the Vaccination Policy

All employees are expected to comply with the COVID-19 Vaccination Policy.

In accordance with Township's Human Resources policies, collective agreements and applicable legislation, directives, and policies, any non-compliance with the COVID-19 Vaccination Policy will result in a meeting with the employee, including their Union representative if applicable. Non-compliance is subject to possible discipline, up to an including dismissal.

## **6.8 Review of Policy**

This Policy shall be revisited when/if the Provincial Regulations regarding proof of vaccinations is lifted or other legal results regarding similar policies are rendered.

The Mayor and Chief Administrative Officer will ensure best efforts to consult Council on any required changes to the policy, however, if time does not permit an opportunity for a Special Council meeting, the Mayor and the Chief Administrative Officer be delegated the authority to make changes to the policy and will communicate any such changes to Council as soon as possible.

## **7. Responsibilities**

The following positions and/or departments are responsible for fulfilling the responsibilities detailed in this Policy as follows:

### **7.1 Employees**

- Provide proof of their vaccination series to the Manager of Human Resources;
- If applicable, provide proof of their Ontario Human Rights exemption including medical reason to the Manager of Human Resources;
- Adhere to current public health measures; and
- Comply with the COVID vaccination policy.

### **7.2 Management/Supervisors**

- Support public health measures in the workplace; and
- Support staff with location, scheduling and attending vaccination clinics.

### 7.3 Human Resources

- Receive and protect employee's disclosure of vaccination status;
- Receive and protect employees disclosure of exemption against COVID-19;
- Assist employees with their Ontario Human Rights Code exemption including medical reason requesting accommodation with accommodation questions, concerns and requests;
- Assist employees wishing to become vaccinated with making arrangements at the beginning or end of their shift or through extended breaks, as operationally feasible, to attend vaccination clinics;
- Develop and deliver the Unvaccinated Employee Program; and
- Receive employees antigen tests.

### 7.4 Municipal Clerk

- Receive and protect volunteers' disclosure of vaccination status;
- Receive and protect volunteers' disclosure of exemption against COVID-19;
- Assist volunteers' with their Ontario Human Rights Code exemption including medical reason requesting accommodation with accommodation questions, concerns and requests; and
- Assist volunteers' wishing to become vaccinated with making arrangements at the beginning or end of their shift or through extended breaks, as operationally feasible, to attend vaccination clinics; and
- Ensure unvaccinated volunteers receive the Unvaccinated Employee Program.

## 8. REFERENCES

- 8.1 Durham Region Health Department – Recommendations for Establishing a Vaccination Policy for Your Workplace

- 8.2 COVID-19 Vaccine Series Second Dose Eligibility Quick Reference
- 8.3 Human Rights Code (Ontario)
- 8.4 Occupational Health and Safety Act (Ontario)
- 8.5 Provincial O.Reg. 364/20: RULES FOR AREAS AT STEP 3 AND AT THE ROADMAP EXIT STEP under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, 2020, S.O. 2020, c.17 current September 14, 20