

CORPORATE POLICIES AND PROCEDURES MANUAL

Policy Title:	Covid-19 Vaccination Policy	Policy No:	GOV-007
Section:	Health & Safety	Resolution:	2021-
Policy Lead:	Chief Administrative Officer	Effective Date:	10/12/2021
Application:	All persons covered under the scope of this Policy (Section 3.0)	Last Review Date:	-
Approved by:	Council	Previous Resolution:	-

1.0 PURPOSE

The Municipality of East Ferris is committed to protecting the health and safety of all employees and providing a safe working environment. The purpose of this Policy is to continue to protect the health and safety of employees and the public by reducing the risk of COVID-19 transmission, and 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. This Covid-19 Vaccination Policy is an important measure that compliments other workplace health and safety measures in place including physical distancing, hand hygiene and enhanced cleaning.

This Policy provides the expectations and requirements of employees, members of Council, and members of Boards and Committees pertaining to COVID-19 vaccination and proof of vaccination.

This policy is a temporary measure to reduce the risks of the hazards of COVID-19 and may be amended as new public health directives and/or provincial or federal government legislation, regulations and/or orders are formalized. Any such directives, legislation, regulations, or orders shall take precedence until such time as this policy may be amended to conform to the new requirements.

2.0 DEFINITIONS

Authorities: Authority refers to Municipal, Provincial and/or Federal Governments, Ontario Ministry of Health and/or the North Bay Parry Sound District Health Unit.

COVID-19: An infectious disease caused by the SARS-CoV-2 virus.

Fully Vaccinated: 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 dose, including any required booster doses as may be applicable as mandated by Health Canada or Medical Officer of Health. Vaccines approved by Health Canada are as follows:

- Pfizer-BioNTech Comirnaty COVID-19 vaccine
- Moderna Spikevax COVID-19 vaccine
- Janssen (Johnson and Johnson) COVID-19 vaccine
- AstraZeneca Vaxzevria COVID-19 vaccine

Proof of Exemption: Written documentation is required for those not fully vaccinated due to

CORPORATE POLICIES AND PROCEDURES MANUAL

Policy Title:	Covid-19 Vaccination Policy	Policy No:	GOV-007
Section:	Health & Safety	Resolution:	2021-
Policy Lead:	Chief Administrative Officer	Effective Date:	10/12/2021
Application:	All persons covered under the scope of this Policy (Section 3.0)	Last Review Date:	-
Approved by:	Council	Previous Resolution:	-

grounds protected by the Ontario Human Rights Code (OHRC). For guidance, please see the OHRC policy statement: http://www.ohrc.on.ca/en/news_centre/ohrc-policy-statement-covid-19-vaccine-mandates-and-proof-vaccine-certificates. For medical exemptions, written proof of a medical reason 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.

Proof of Vaccination: In Ontario, proof of vaccination, in the form of an official dose administration receipt provided by the Ministry of Health in Ontario. For those vaccinated outside Ontario, acceptable proof is based on the criteria provided by the province/state in which they received their vaccine.

Rapid Antigen Testing: Rapid diagnostic test for non-symptomatic, unvaccinated individuals that directly detects the presence or absence of an antigen.

Vaccine: A Covid-19 vaccine that has been approved for use by Health Canada.

3.0 SCOPE

The policy applies to all Municipality of East Ferris employees including full-time, part-time, temporary, casual, contract, volunteers, and students, and is regardless of an employee's work from home status as well as all contractors who perform work in City facilities. This policy also applies to members of the East Ferris Fire Department, members of Council, and members of Council appointed committees. New employees, members of Council and members of Council appointed committees will also be subject to this policy as a condition of their employment with the Municipality.

4.0 RESPONSIBILITIES

All persons covered by the scope of this Policy:

- Submit a "Declaration of Covid-19 Vaccination Status" form by 12:00 p.m. on October 15th, 2021, and update vaccination status as required. The Form is included as Appendix "A".
- Be fully vaccinated by 12:00 p.m. on November 15th, 2021, unless an exemption has been granted in accordance with this Policy.
- Continue to follow all health and safety protocols, mandates, directives, legislation, and policies from authorities.
- Where a person covered by the scope of this Policy is not fully vaccinated due to a bona fide exemption, approved by the Chief Administrative Officer, participate in the

CORPORATE POLICIES AND PROCEDURES MANUAL

Policy Title:	Covid-19 Vaccination Policy	Policy No:	GOV-007
Section:	Health & Safety	Resolution:	2021-
Policy Lead:	Chief Administrative Officer	Effective Date:	10/12/2021
Application:	All persons covered under the scope of this Policy (Section 3.0)	Last Review Date:	-
Approved by:	Council	Previous Resolution:	-

accommodation process, and undergo regular rapid antigen testing to protect other employees and ensure adequate infection and prevention control measures.

Employer:

- Provide reasonable accommodation in accordance with the Ontario Human Rights Code to any employee who presents a bona fide exemption up to a point of undue hardship.
- Maintain vaccination disclosure information, including verifying receipt of a vaccination, in accordance with privacy legislation and use the information only to the extent necessary for implementation of this policy, for administering health and safety protocols, infection and prevention control measures in the workplace and as required by law.
- Where operationally feasible, allow for staff to attend COVID-19 vaccination clinics during work time.

The Chief Administrative Officer is responsible for ensuring that this policy is adhered to and applied consistently and fairly throughout the Corporation.

5.0 PROCEDURES

5.1 COVID-19 Vaccinations

All existing and new persons covered under the scope of this Policy are required to receive both doses of the COVID-19 vaccine and any subsequent recommended boosters, unless approved due to a bona fide exemption under the OHRC.

Where a person covered by the scope of this Policy has received one dose of the COVID-19 vaccine and has not yet received their scheduled second dose, the person will be subject to regular Rapid Antigen Testing for COVID-19 and demonstrate a negative result, at intervals determined by the Municipality at the employer's expense until 14 days following the administration of the second dose.

Unvaccinated persons who have been approved for an exemption due to a bona fide exemption under the OHRC, will be subject to regular Rapid Antigen Testing for COVID-19 and demonstrate a negative result, at intervals determined by the Municipality at the employer's expense.

The Municipality reserves the right to require Rapid Antigen Testing of any employee at any time at the employer's expense.

CORPORATE POLICIES AND PROCEDURES MANUAL

Policy Title:	Covid-19 Vaccination Policy	Policy No:	GOV-007
Section:	Health & Safety	Resolution:	2021-
Policy Lead:	Chief Administrative Officer	Effective Date:	10/12/2021
Application:	All persons covered under the scope of this Policy (Section 3.0)	Last Review Date:	-
Approved by:	Council	Previous Resolution:	-

5.2 Proof of COVID-19 Vaccination and Submission of Declaration of Status

All persons covered under the scope of this Policy are required to be fully vaccinated by 12:00 p.m. on November 15th, 2021, unless an exemption has been granted in accordance with this Policy.

All persons covered by the scope of this Policy are required to submit the “Declaration of Vaccination Status” Form by 12:00 p.m. on October 18th, 2021. Partially and fully vaccinated persons are required to attach a copy of their vaccination receipt(s) with their “Declaration of Vaccination Status” Form.

Partially vaccinated persons are required to be fully vaccinated by 12:00 p.m. on November 15th, 2021, and must submit an updated “Declaration of Vaccination Status” Form and copy of their 2nd vaccine receipt.

New employees (and persons covered under the scope of this Policy) must provide proof of their vaccination status prior to commencing their employment.

5.3 Medical Exemptions

The Municipality will comply with its human rights obligations and accommodate persons covered under the scope of this Policy who are legally entitled to accommodation. Exemptions will be made for grounds protected by the Ontario Human Rights Code which includes confirmed medical reasons.

Persons are required to provide proof of their medical exemption by providing following to the Chief Administrative Officer by 12:00 p.m. on October 15th, 2021:

- Written proof of their medical reason, provided by either a physician or nurse practitioner, that sets out the reason that the person cannot be vaccinated against COVID-19 and the effective time period for the medical reason (i.e. permanent or time-limited including expected duration).

New employees (and persons covered under the scope of this Policy) must provide request for medical exemption prior to commencing their employment.

5.4 Access to COVID-19 Vaccination Clinics

Reasonable arrangements will be made to allow for staff to attend COVID-19 clinics during work time. Employees must have approval from their supervisor in advance before attending a clinic during work time. All efforts should be made to allow the employee to use time at the beginning

CORPORATE POLICIES AND PROCEDURES MANUAL

Policy Title:	Covid-19 Vaccination Policy	Policy No:	GOV-007
Section:	Health & Safety	Resolution:	2021-
Policy Lead:	Chief Administrative Officer	Effective Date:	10/12/2021
Application:	All persons covered under the scope of this Policy (Section 3.0)	Last Review Date:	-
Approved by:	Council	Previous Resolution:	-

or end of their shift or to extend lunch and break times as operationally feasible with work schedules to attend vaccination clinics.

5.5 Contractors

Contractors are required to be fully vaccinated in order to perform work in facilities for the Municipality. Contractors are required to provide proof of vaccination for workers who are performing the work to the hiring Department Manager prior to commencing work. In turn, the hiring Department Manager will forward vaccination documentation to the Chief Administrative Officer for record keeping purposes.

CORPORATE POLICIES AND PROCEDURES MANUAL

Policy Title:	Covid-19 Vaccination Policy	Policy No:	GOV-007
Section:	Health & Safety	Resolution:	2021-
Policy Lead:	Chief Administrative Officer	Effective Date:	10/12/2021
Application:	All persons covered under the scope of this Policy (Section 3.0)	Last Review Date:	-
Approved by:	Council	Previous Resolution:	-