



Policy Name: COVID-19 Vaccination Policy	Policy No: S101-22
Committee approval date:	September 20, 2021
Council approval date:	-
Revision date(s):	-
Department/Division:	Health and Safety

1. Purpose

This policy is designed to maximize COVID-19 vaccination rates among Town employees as one of the critical control measures for the hazard of COVID-19. Vaccination is effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19, including from current variants.

This policy recognizes that those who are unvaccinated or not fully vaccinated pose a significantly increased risk of becoming seriously ill from COVID-19 and also of spreading the virus to others in the workplace. Ensuring workers, contractors, unpaid students, and volunteers are fully vaccinated against COVID-19 not only contributes to a safer workplace, but is a critical protection for other members of the community, and sets a positive example for others to follow as we work together to increase our vaccination rate and drive down infections. Given the criticality of the municipal services provided by the Town, vaccination is also an important measure to support workplace continuity.

2. Policy Statement

The health and safety of Town employees is a priority. The Town of Pelham is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19. To this end, this policy requires all Town of Pelham workers, contractors, unpaid students, and volunteers to be fully vaccinated against COVID-19, and provide proof thereof. All new workers, contractors, unpaid students and such volunteers will be subject to this policy as a condition of their employment or placement with the Town.

The Town supports workers in obtaining their COVID-19 vaccination. If operationally feasible and with the permission of their immediate supervisor,



Town staff can be released on work time to be vaccinated while on-duty, either in the work location or at a designated vaccination site, without loss of compensation or the requirement to use vacation, sick, or lieu time, to a maximum of one day (one shift).

Workers who remain unvaccinated due to a bona fide medical or Human Rights Code exemption shall be subject to the Town's accommodation processes and required to take additional infection and prevention control measures, including submitting to regular COVID-19 antigen testing and providing proof of a negative test result.

Information collected pursuant to this policy, including related to an individual's proof of vaccination shall be collected, protected and disposed of in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this policy, including providing statistical reporting on compliance, and for administering related infection and prevention control measures and health and safety protocols in the workplace.

The Town will continue to actively monitor all COVID-19 workplace safety measures in place, including this policy, in light of the evolving public health and legislative context and advice from Public Health experts and make any amendments necessary, which may include additional or alternate precautions to protect the health and safety of all workers and maintain healthy and safe workplaces.

3. Definitions

Fully Vaccinated: means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization (WHO) (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series) or the National Advisory Committee on Immunizations; and having received the final dose of the COVID-19 vaccine series at least 14 days prior, and as may be amended from time to time (i.e. the approval of a booster).

Human Rights Code Exemption: for the purposes of this policy and procedure, is the protected ground of Creed (i.e. Religion) under the Human Rights Code being practices, beliefs and observances that are part of a faith or religion that shall be determined in accordance with the COVID-19 Vaccine Creed Exemption Form. It does not include personal, moral, ethical, or political views.



Medical Exemption: means the medical conditions as outlined in the Medical Exemption to Decline the COVID-19 Vaccine Form.

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.

Unpaid Student: means any of the following:

- a. A secondary student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled; or
- b. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.

Worker: for the purpose of this policy and procedures means any of the following, but does not include unpaid students and Elected Officials:

- a. A person who performs work or supplies services for monetary compensation;
- b. A person who receives training from an employer, but who under the Employment Standards Act, 2000, is not a worker for the purposes of that Act because the conditions set out in subsection 1(2) of that Act have been met; or
- c. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation ("travailleur").

Volunteer: anyone giving their time to assist the Town willingly and without the expectation of compensation including community clean up members, recreational program assistants, special events crews, and senior VIP ambassadors.

Workplace: any location that a worker, contractor, unpaid student, or volunteer performs tasks, jobs and projects on behalf of the Town of Pelham, and includes, but is not limited to, facilities, parks and job sites (field work). For the purpose of this policy, it does not include one's own residence.

4. General Provisions

Vaccination status must be disclosed to the Town in accordance with the established operating procedure by no later than October 18, 2021.

Those who remain unvaccinated will need to show proof of their first dose by no later than November 1, 2021. As of December 10, 2021 proof of receiving the



first and second doses of a COVID-19 vaccine (or one single dose vaccine) is required. Employees must update their vaccination status in accordance with the established operating procedure as they obtain each dose of COVID-19 vaccine.

Employees may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where employees are directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to work (e.g. after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption).

Exemptions

All those who are not able to obtain a COVID-19 vaccine for a reason related to a protected ground must do one of the following:

- i. Provide written proof of a medical reason documented by a physician or nurse practitioner using the Medical Exemption to Decline the COVID-19 Vaccine Form; OR
- ii. Provide written proof of a bona fide Human Rights Code exemption using the COVID-19 Vaccination Creed (i.e. Religion) Exemption Request Form

Workers who do not comply with this policy or provide false documents related to being vaccinated or as part of a bona fide medical or Human Rights Code exemption may be subject to discipline, up to and including termination of employment.

5. Attachments

COVID-19 Vaccination Operating Procedure C19-09

Medical Exemption to Decline the COVID-19 Vaccine Form

COVID-19 Vaccination Creed (i.e. Religion) Exemption Request Form