



| Operating Procedure | |
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| Procedure Name: | COVID-19 Vaccination Operating Procedure |
| Procedure Number: | C19-09 |
| Creation Date: | September 20, 2021 |
| Revision Date(s): | - |

1. Purpose

This procedure outlines the requirements for workers, contractors, unpaid students, and volunteers to provide proof of COVID-19 vaccination, or a bona fide medical or Human Rights Code exemption.

2. Hazards

The Town of Pelham will continue to closely monitor its COVID-19 risk mitigation strategy as outlined in this procedure and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of employees in the workplace and the public that they serve.

To that end, and in consultation with Niagara Region Public Health, the Town will continue to assess other available workplace risk mitigation measures, and additional precautions that are necessary, to deploy new measures (including at an individual level) to protect employees and the public from COVID-19, and may amend this procedure accordingly and/or communicate the required precautions to impacted employees.

3. Requirements

3.1. All Town of Pelham workers, unpaid students, and volunteers are required to comply with one of the following:

- i. Show proof to Human Resources they are fully vaccinated as defined in the policy against COVID-19 by October 18, 2021.
- ii. 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 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; if time-limited the individual must provide proof of vaccination in accordance with this procedure within 30 days of the medical reason expiring); OR
- iii. Written proof of a bona fide Human Rights Code exemption using the COVID-19 Vaccination Creed (i.e. Religion) Exemption Request Form which includes:
- Documented evidence to confirm the requirements for a Creed (i.e. Religion) exemption for the COVID-19 vaccine, and
 - Certification from a Creed / Religious Leader
- 3.2.** Those who have not been fully vaccinated or who do not disclose their vaccination status and have not provided proof of a bona fide medical or Human Rights Code exemption under Section 3.1 of this procedure by October 18, 2021 will need to adhere to additional infection and prevention control measures as provided herein.
- In addition, those unvaccinated workers will then need to provide proof of a first dose of a WHO-approved COVID-19 vaccine by no later than November 1, 2021; and a second dose so that they are fully vaccinated by no later than December 10, 2021.
- The Town of Pelham will comply with its obligations under the Human Rights Code and accommodate workers who are legally entitled to accommodation in accordance with the Town's established procedures.
- 3.3.** Unpaid students and volunteers must be fully vaccinated against COVID-19 prior to the start of their placement or volunteer work, including as at the effective date of this policy and procedure.
- 3.4.** Contractors must ensure that all their employees accessing the Town of Pelham facilities and buildings are fully vaccinated or meet the testing requirements. The Contractor COVID-19 Vaccination Policy Compliance form must be completed and returned to Human Resources by October 18, 2021. Individuals not compliant with this requirement will not be allowed to access Town of Pelham facilities and buildings.
- 3.5.** All newly hired workers are required to be fully vaccinated against COVID-19 as a condition of being hired, or provide proof of a bona fide medical or



Human Rights Code exemption, in accordance with the policy and procedure.

- 3.6.** Where a worker does not provide proof of being fully vaccinated against COVID-19, but instead provides proof of a bona fide medical or Human Rights Code exemption as described at Section 3.1 of this procedure, the worker shall:
- i. Submit to regular COVID-19 antigen testing and demonstrate a negative result to Human Resources. Such test results will be considered valid provided they are completed 72 hours prior to your next scheduled shift, and to be provided no later than the start of that shift, and at a minimum of once every seven days; and
 - ii. Provide verification to Human Resources of the negative test result at the intervals described above, that enables the Town of Pelham to confirm the result.
- 3.7.** Workers who do not comply with this policy and procedure or who provide false documents related to being vaccinated or as part of a bona fide medical or Human Rights Code exemption, may be subject to disciplinary action, up to and including termination of employment.
- 3.8.** Human Resources is responsible to collect, maintain and disclose statistical (non-identifiable) documentation that includes:
- i. The number of workers that provided proof of being fully vaccinated against COVID-19.
 - ii. The number of workers that provided a documented medical reason for not being fully vaccinated against COVID-19.
 - iii. The total number of the workers to whom this policy applies.
 - iv. Upon request, disclose the statistical information to the Corporation in a manner and within the timelines specified in the request and any additional non-identifiable details requested by the Corporation. The Corporation may further disclose this statistical information (i.e. to Town Council) and may make it publicly available for purposes of reporting on compliance and implementation of the policy.
- 3.9.** Notwithstanding any arrangements that occurred prior to this policy and procedure, reasonable arrangements will be made to allow for workers to attend COVID-19 vaccination clinics during work time where operationally feasible subject to the following:



- i. Supervisor approval is required in advance of attending a vaccination clinic during paid work time.
- ii. All efforts will be made to use time at the beginning or end of a work day or an extended lunch or break time as operationally feasible, to attend vaccination clinics, as approved by the worker's Supervisor.
- iii. Where workers are unable to attend a vaccination clinic during regularly scheduled work time, subject to Supervisor approval the Town will compensate up to a period of 30 minutes outside of work time to receive a vaccination, and also subject to any limitations under a collective agreement or policy.

3.10. Information collected pursuant to this procedure, 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 procedure, including providing statistical reporting on compliance, and for administering related infection and prevention control measures and health and safety protocols in the workplace.

- i. Except in the case of new hires, copies of proof vaccination itself shall not be retained, however a record of vaccination status with such information as may be necessary for the purpose of ensuring compliance with this procedure shall be maintained in accordance with applicable privacy legislation.
- ii. The record of vaccination status will be created and retained in a form and manner satisfactory to the Chief Administrative Officer and Human Resources to facilitate the reporting outlined in Section 3.8 of this procedure and in compliance with Corporate Records Retention requirements.

4. Operating Guidelines/ Best Practices

Roles and Responsibilities

4.1 Workers:

- 4.1.1 Must continue to adhere to and practice all health and safety protocols at all times while in the workplace, including handwashing, physical distancing, wearing appropriate face coverings and personal protective equipment, regardless of vaccination status.
- 4.1.2 Must comply with this policy and procedure and/or any department specific procedures that apply to them.



- 4.1.3 Workers unable to be vaccinated against COVID-19 due to a medical reason, must provide a completed Medical Exemption to Decline the COVID-19 Vaccine Form to Human Resources for review and retention.
- Human Resources will work with those who receive an exemption to ensure they are connected with the appropriate resources to develop a reasonable accommodation plan.
 - If the Medical Exemption request is denied, individuals may be required to resubmit the request or further information, otherwise are required to become fully vaccinated.
- 4.1.4 Workers unable to be vaccinated against COVID-19 due to a Creed (i.e. Religion) exemption under the Human Rights Code, R.S.O. 1990, c. H.19., must complete the COVID-19 Vaccination Creed (i.e. Religion) Exemption Request Form and provide it to Human Resources for their review of eligibility.
- Human Resources will work with those who receive an exemption to ensure they are connected with the appropriate resources to develop a reasonable accommodation plan.
 - If the Creed (i.e. Religion) Exemption request is denied, individuals may be required to resubmit the request or further information, otherwise are required to become fully vaccinated.
- 4.1.5 Unvaccinated workers with a bona fide medical or Human Rights Code exemption must:
- 4.1.5.1 Make all reasonable efforts to schedule COVID-19 antigen testing outside of regularly scheduled work time, unless approved otherwise by their Supervisor, testing may be scheduled at the beginning or end of a work day or an extended lunch or break time. Any costs associated with testing will be the responsibility of the worker.
- 4.1.5.2 Follow any other safety and infection prevention and control measures directed by the Town as indicated by the most recent Public Health guidelines or required pursuant to their individual accommodation plan.

4.2 Unpaid Students and Volunteers

Must be fully vaccinated against COVID-19 prior to their placement or volunteer work including as at the effective date of this procedure and parent policy.

4.3 Supervisors

- 4.3.1 Must continue to enforce workplace health and safety protocols that limit the spread of the COVID-19 virus.



- 4.3.2 Must communicate this procedure to all of their direct reports covered by the scope of this policy and procedure.
- 4.3.3 Must ensure that all of their direct reports comply with this policy and procedure, including consultation with Human Resources on any compliance matters as required.
- 4.3.4 Must facilitate that all of their direct reports have provided to Human Resources, proof they are fully vaccinated against COVID-19, or are subject to bona fide medical or Human Rights Code exemptions as outlined in this procedure.
- 4.3.5 Engage with Human Resources to resolve any questions or concerns pursuant to Section 3.1.
- 4.3.6 Where operationally feasible, support paid time off from regular duties for workers to attend COVID-19 vaccination clinics, in accordance with relevant collective agreement language or policy.
- 4.3.7 Where all reasonable efforts have been made to schedule COVID-19 antigen testing outside of regular working hours, for those with an approved bona fide medical or Human Rights Code exemptions, where operationally feasible support paid time off from regular duties to obtain testing.
- 4.3.8 Implement and support any approved bona fide medical or Human Rights Code exemptions; with assistance from Human Resources.

4.4 Joint Health & Safety Committee or Health & Safety Representatives

Must support the regular review of this procedure 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

4.5 Human Resources

- 4.5.1 Where required, assist with the implementation and administration of this procedure.
- 4.5.2 Ensure all new employment or placement contracts for workers, contractors, unpaid students and volunteers includes proof of COVID-19 vaccination/compliance with this policy and procedure as a condition of their employment/engagement with the Town.
- 4.5.3 Assist management with any labour relations and/or health and safety issues arising from the application of this policy and procedure.