



Title: Mandatory Vaccination Policy
Policy Number: 095

Resolution Number: 21-415
Date Approved: November 16, 2021

STATEMENT OF POLICY

The Town of Conception Bay South is committed to the health and safety of its employees, council, volunteers, and the public, and will take every reasonable precaution to protect everyone from the hazards associated with Covid-19. Vaccination is one of the key parts in ensuring protection from Covid-19, beyond the Town's current Covid-19 procedures. Therefore, to increase the protection of employees and the public, the Town will require all employees, contractors and council that are required to work with Town employees or to enter Town facilities to be fully vaccinated.

This policy does not eliminate the requirements under the current safe work procedures including self-assessments for Covid-19 symptoms, wearing a face mask, maintain physical distancing and other protective measures with when working with or around the public.

APPLICABILITY

This policy applies to the following:

- Employees;
- Contractors or subcontractors working with Town employees or in Town facilities;
- Suppliers;
- Volunteers; and
- Council.

DEFINITIONS

Accommodation: A temporary or permanent change in the working conditions, assignments, policies, or procedures to address an employee's current or potential employment needs arising from a disability or medical issue which is supported by medical documentation.

Employee: Any individual working for the Town, union or non-union/management, including those in part-time, seasonal or contractual positions. This also applies to work term students or students present for on-the-job training, whether they are in receipt of remuneration or not.

Fully Vaccinated: A person is considered fully vaccinated when at least two weeks have passed since an individual's second dose of Covid-19 vaccine or first dose, where an individual has received a one-dose Health Canada approved Covid-19 vaccine.



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Medical Documentation: Documentation outlining medical reason(s) for not being fully vaccinated against Covid-19 provided by an appropriate health care provider.

Unvaccinated Individual: Any individual who has not received any dose of Covid-19 vaccine or individuals that have only received one dose of Covid-19 vaccine, where the vaccine requires two doses.

Vaccine: Recognized Covid-19 vaccines approved by Health Canada.

RESPONSIBILITIES

Council:

- Adhere to this policy.
- Ensure vaccination from Covid-19 is completed within the timelines provided.

Senior Management:

- Adhere to this policy.
- Ensure vaccination from Covid-19 is completed within the timelines provided.
- Address any breaches of the policy with Human Resources Manager.

Managers/Supervisors:

- Adhere to this policy.
- Ensure vaccination from Covid-19 is completed within the timelines provided.
- Ensure employees are notified of their requirements under this policy.
- Ensure employees or other parties (contractors, suppliers, etc.) are not entering the workplace if they do not meet the requirements of this policy.

Human Resources Manager:

- Adhere to this policy.
- Review vaccination policy during orientation with new hires and include in job postings.
- Ensure vaccination from Covid-19 is completed within the timelines provided.
- Address any breaches of the policy with the appropriate management.
- Meet with employees regarding accommodations on this policy.

Occupational Health and Safety Coordinator:

- Adhere to this policy.
- Ensure vaccination from Covid-19 is completed within the timelines provided.
- Maintain an accurate record of vaccine verification from employees.



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- Meet with employees regarding accommodations on this policy.

Employees:

- Adhere to this policy.
- Ensure vaccination from Covid-19 is completed within the timelines provided by management.
- Show proof of vaccination to management, as required.

PROCEDURES

Employees Seeking Exemptions:

Exemptions will be considered for individuals that cannot get a Covid-19 vaccine due to specific medical reasons that have been outlined by the College of Physicians and Surgeons of Newfoundland and Labrador.

Employees seeking a medical exemption are to:

- Submit medical documentation outlining the necessary information will be required to be submitted to their manager/supervisor in order for an exemption to be approved.
- Cooperate and participate in any exemption considerations, including additional personal protective equipment requirements.
- If moving to a new position, notify the applicable manager/supervisor of an exemption.

Verifying Vaccination:

- Employees and Council must provide proof of complete Covid-19 vaccine or obtain an approved exemption no later than December 31, 2021.
- Employees that were previously notified of the requirement for vaccination will be required to meet the December 1, 2021 deadline.
- Employees and Council will be required to provide their QR code, which will be scanned to verify.
- Records kept on file will include the individual's name, date, if they were approved, and the initials of the person verifying the information. Copies of QR codes or medical information will not be kept on file.
- Files on Covid-19 vaccinations will be shredded if it requires updating or if the information is no longer required.



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Suppliers, Contractors and Volunteers:

- Applicable Departments and locations will be responsible to ensure that all suppliers, contractors and volunteers that work with Town employees are notified of the Covid-19 vaccination requirement.
- Departments may keep a list of these individuals and their vaccination status, including their name, vaccination status, date of check and initials of the employee verifying the Covid-19 vaccination.

Non-Compliance:

- Suppliers, contractors or volunteers that do not meet the Covid-19 vaccination requirement within the outlined timeframe will not be permitted to work with Town employees or to enter Town premises.
- Employees of the Town that do not meet the required timeframes for their Covid-19 vaccination will be required to use annual leave for any missed work days, or if annual leave is not available, then employees will be required to take leave without pay for any missed days.
- Anyone found to submit fraudulent proof of vaccination or medical exemption may be subject to disciplinary action, up to and including termination or banned from Town facilities.