

MEMORANDUM

TO: Mayor and Council

FROM: Alisa Craddock CPA, CMA Director of Corporate Services/Treasurer

DATE: November 29, 2021

RE: **VACCINATION POLICY – UPDATED REQUIREMENT DATES**

At the November 2, 2021 meeting, Council reviewed and agreed to the proposed municipal Vaccination Policy. As per the usual practice, the policy would have received Council's approval at next meeting.

Due to a delay in getting the required Council approval, please see attached Vaccination Policy which has been updated to reflect new **requirement dates**, now being December 15, 2021 and January 12, 2022.

Thank You,

Joie de vivre



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VACCINATION POLICY (Policy 2021/)

Section: V	Policy Number: 2021/
Department: ALL Departments	Effective Date: November 30 , 2021
Subject: VACCINATION POLICY	Revision Date:

VACCINATION POLICY

POLICY STATEMENT

The purpose of this policy is to outline the workplace's expectations with regards to COVID-19 immunization of employees, staff, elected officials, contractors, and volunteers.

As the health and safety of our workers is a top priority, we are committed to taking all reasonable precautions to protect the health and safety of workers during the pandemic of COVID-19. Vaccination is a key element in the protection of the Municipality of West Nipissing workers against the hazard of COVID-19, and in the broader effort across Ontario and Canada to get through the COVID-19 pandemic. The Municipality of West Nipissing is also committed to compliance with all applicable public and occupational health and safety, human rights, privacy, and other laws in the development and implementation of this Policy.

This policy is designed to support and maximize COVID-19 vaccination rates among Municipality of West Nipissing workers as one of the critical control measures for the hazard of COVID-19. To this end, the Municipality of West Nipissing workers are required to be fully vaccinated against COVID-19 with a Health Canada approved COVID-19 vaccine.

BACKGROUND

On March 11, 2020, the World Health Organization declared COVID-19 a pandemic. The first case in the North Bay Parry Sound District Health Unit region was reported on March 26, 2020. As the pandemic evolves, variants of the virus have circulated globally as well as locally in Ontario and in the Nipissing and Parry Sound districts. Some variants, for example, the delta variant, have proven to be more easily transmissible and/or cause more severe illness than the original strain. They have required more robust public health measures, including high vaccination rates.

COVID-19 vaccines, in combination with public health measures, are effective in reducing disease spread and protecting vaccinated individuals from severe consequences of COVID-19 and COVID-19 variants.

Given the continuing spread of COVID-19 within Ontario, the compelling data demonstrating a higher incidence of COVID-19 among the unvaccinated population, and the increasing levels of contact between individuals as businesses, services, and activities have reopened, it is important for the Municipality of West Nipissing workers to be fully vaccinated in order to protect themselves against serious illness from COVID-19 as well as to provide indirect protection to others, including coworkers.

SCOPE AND APPLICABILITY

This Policy applies to all Municipality of West Nipissing employees (unionized and non-unionized), elected officials, contractors, and volunteers at all premises where the Municipality of West Nipissing has any duties as an employer as defined by the *Occupational Health and Safety Act* (OHSA). For this policy, reference to "workers" shall be read to include employees, contractors and volunteers.

New workers are required to be fully vaccinated against COVID-19 as a condition of being employed/engaged by the Municipality of West Nipissing.

LEGISLATIVE FRAMEWORK

This policy is aligned with the employer's general duty under the *Occupational Health and Safety Act* to take every reasonable precaution to protect its workers and the responsibility to assess the workplace for risks, including that of COVID-19 transmission.

This policy is applied in accordance with the *Ontario Human Rights Code*, *Occupational Health and Safety Act* and any other applicable legislation and/or collective agreement.

As the pandemic evolves, and/or legislation or public health guidance changes, the purpose and requirements outlined in this policy may change.

REQUIREMENTS

All Municipality of West Nipissing workers are required to be fully vaccinated with a COVID-19 vaccine series and any related boosters. For a two dose vaccine series, employees must receive one dose of COVID-19 vaccine by ~~November 19, 2021~~ **December 15, 2021** and two doses of COVID-19 vaccine by ~~December 17, 2021~~ **January 12, 2022**. For a single dose vaccine series (e.g. Johnson and Johnson), employees must receive the dose by ~~November 19, 2021~~ **December 15, 2021**.

PROOF OF VACCINATION

The Municipality of West Nipissing requires proof of vaccination from all workers. Proof means documentation acceptable to the Municipality such as a verifying receipt of a vaccination series approved by Health Canada.

Workers will be required to update their vaccination status in accordance with the established process and by the dates set out in this policy, as they obtain each dose of COVID-19 vaccine, including any related boosters.

The Municipality of West Nipissing will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada, in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, for workforce planning and scheduling, and infection and prevention control measures in the workplace, and for complying with the health and safety policies of public health authorities and external stakeholders. When required, the Municipality will provide an attestation to those external stakeholders confirming the vaccination status of affected employees, volunteers, elected officials, and contractors.

Workers 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).

ACCOMMODATION FOR COVERED INDIVIDUALS WHO CANNOT BE VACCINATED

The Municipality of West Nipissing is committed to a workplace free from discrimination and harassment in accordance with Ontario Human rights laws. The Municipality of West Nipissing will accommodate workers from the strict application of this Policy who qualify based on one or more of the protected grounds in the *Human Rights Code*, up to the point of undue hardship.

Workers seeking accommodation are required by law to self-identify the specific prohibited ground of discrimination they believe vaccination would infringe and participate in the accommodation process, including, but not limited, to providing information to establish the existence of a protected ground, related restrictions, and possible methods of accommodation. To discuss possible exemptions and related accommodation under this Policy, eligible workers should contact their immediate supervisor or human resources.

CONTINUED COMPLIANCE WITH ALL HEALTH AND SAFETY PRECAUTIONS

Unless a legislated or regulatory exemption applies, all Municipality of West Nipissing workers are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms, when at work or otherwise engaged in the Municipality of West Nipissing business.

Workers who remain unvaccinated due to a substantiated *Human Rights Code* related accommodation request, may be required to take additional infection and prevention control measures, including

- Use of additional PPE, frequent COVID-19 testing, worker relocation, and modified work or reassignments.
- In the event of a COVID-19 outbreak, unvaccinated and partially vaccinated workers (who have only received one dose of a two-dose COVID-19 vaccine series) are not be permitted to work in the outbreak area.
- If reassignment is not possible, unvaccinated workers may use vacation or unpaid leave until it is safe for them to return to the workplace.

ONGOING MONITORING AND ASSESSMENT OF COVID-19 WORKPLACE SAFETY MEASURES

The Municipality of West Nipissing will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of workers and the public that they serve. To that end, and in consultation with the public health unit, the Municipality of West Nipissing will continue to assess other available workplace risk mitigation measures, including, for example, requiring proof of a negative COVID-19 test, etc. If it is determined that additional precautions are necessary, the Municipality of West Nipissing may decide to deploy new measures (including at an individual level) to protect employees and the public from COVID-19 and may amend this policy accordingly and/or communicate the required precautions to impacted employees.

CONSEQUENCES OF NON-COMPLIANCE WITH POLICY

Employees who do not comply with this policy may be subject to discipline, up to and including dismissal.

ACKNOWLEDGEMENT AND AGREEMENT

VACCINATION POLICY

I, _____, acknowledge that I have reviewed and understand the **VACCINATION POLICY** of the Municipality of West Nipissing.

Through this confirmation, I agree to comply with the provisions of this **VACCINATION POLICY** and I will update my employer should there be any change in my vaccination status and I recognize that if I fail to adhere to the requirements of this policy, I will be subject to such appropriate measures including but not limited to revocation of privileges, suspension, up to and including dismissal of employment.

Name *(print)*

Signature

Date

Manager *(Print Name)*

Signature

Date