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Policy Title:	COVID-19 Vaccination Policy	Policy Number:	Temporary
Effective Date:	November 15, 2021	Revision Number: Replaces:	New Policy
Prepared By:	Human Resources	Approved By:	

1.0.1 Purpose and Scope

The health and safety of our employees is our top priority. The Township of Douro-Dummer is committed to taking every precaution reasonable in the circumstances for the protection of workers from the hazards of COVID-19. While current Safety Plan protocols such as masking, hygiene and social distancing have been effective, the emergence of new COVID variants has made the necessity of vaccination greater than before. Based on the unanimous advice of every Public Health Unit in the Province, vaccination remains the most effective means available for protecting ourselves and others from virus transmission, hospitalization, and death. We encourage employees who have not vaccinated, and who are medically able to do so, to consult their physician, health care provider or their local health unit to discuss options and to reconsider vaccination.

This Policy has been developed and introduced based on these imperatives, the advice of public health authorities and Ontario Government Regulation 577/21 which directs that all employers comply with the advice, recommendations and instructions issued by the Chief Medical Officer of Health and Peterborough Public Health.

Based on these directives and in the interests of workplace and public safety, we are implementing this **COVID-19 Vaccination Policy** in order to protect our employees, contractors, and visitors from the risks of COVID-19 transmission.

This Policy will go into effect on **November 15, 2021** and applies to all employees, students, contractors, and volunteers. For the purpose of this policy only, reference to “employees” or “staff” also includes council members, volunteers, contract workers and students.

This Policy is intended to address the public health crisis caused by the COVID-19 pandemic and is being implemented on an interim basis. We will review this policy on a periodic basis to

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reassess the need for these requirements based on the advice of public health authorities and government regulation.

1.0.2 Procedure

Based on the guidance of Public Health, effective **November 15, 2021**, employees are expected to confirm and provide proof of vaccination with a vaccine approved by Health Canada.

Vaccination information will be maintained as confidential in accordance with our privacy policies and applicable privacy legislation and will be limited to the employee's name and date of vaccination. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and for infection and prevention control measures in the workplace. This information will be strictly controlled and kept separate from your human resources file. Any questions and confirmation of your vaccination status can be submitted in confidence to Elana Arthurs, Chief Administrative Officer (CAO).
(elanaa@dourodummer.on.ca)

Workers without vaccination records will be assumed to be unvaccinated.

Paid time-off will be provided to any staff member who wishes to attend a vaccination clinic.

Newly hired employees must provide proof of being fully vaccinated as a condition of employment.

All Individuals will be required to be fully vaccinated as a condition of working or volunteering for the Township in any capacity.

Further, all individuals currently working or volunteering for the Township will be required to meet each of the deadlines set out below in order to continue doing so.

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Monday, November 15, 2021	<p>All individuals must submit Proof of Vaccination to the Chief Administrative Officer (CAO).</p> <p>All individuals who disclose that they are not at least Partially Vaccinated (and do not have a valid exemption), or who do not disclose their vaccination status, will be require to complete a vaccination information session. (available in the HRLive platform)</p> <p>Contract workers who miss this deadline will have 30 days to submit proof of compliance with the Policy, failing which their contracts may be voided.</p>
Monday, November 29, 2021	<p>Beginning on this date, all individuals who are not Fully Vaccinated (including anyone with incomplete vaccine documentation), or whose vaccination status is unknown, will be required to undergo rapid antigen testing every 4 days at a minimum (and provide proof of negative COVID-19 test results). This include individuals who have a valid human rights exemption.</p> <p>Individuals who are required to complete a vaccination information session must provide proof of completing the module by this date.</p> <p>Failure to complete the module by the deadline will result in the individual being prohibited from entering or using Township premises* or vehicles until such time as they</p>

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	satisfy the above requirement. Employees in this situation will be placed on an unpaid leave of absence.
Tuesday, January 4, 2022	<p>By this date, individuals must provide proof that they are Fully Vaccinated, or evidence of a valid human rights exemption.</p> <p>Workers who decline the COVID-19 vaccine, may be reassigned to work where the worker has less exposure to potential risks of contracting and transmitting COVID-19. If reassignment is deemed necessary, but no alternative workstation/location is available, the worker may be placed on an unpaid leave of absence for up to 30 days. Workers on unpaid leave may use personal bank time to keep pay whole.</p> <p>After 30 days, any such employee that is still not in compliance with the Policy will be subject to disciplinary action, up to and including the termination of their employment.</p>

1.0.3 Accommodation

The Township of Douro-Dummer will provide reasonable accommodation measures to staff who cannot accept vaccination due to a verified medical exemption or another reason recognized under the Ontario Human Rights Code. Any accommodation request must be made in writing and must detail specific restrictions so we can consider reasonable accommodation plans based on this input and available resources. In the case of a medical

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exemption, this information must indicate if the restrictions are temporary or permanent and must be submitted and confirmed by a licensed physician or a nurse practitioner.

In all cases, if interim measures cannot provide for an acceptable level of workplace safety, or if the staff member refuses to accept the measures offered, they may be placed on an Infectious Disease Emergency Leave (IDEL) of absence until it is deemed safe for them to return to work. Staff may also use any accrued vacation allowances in these circumstances.

1.0.4 Outbreaks

While it is hoped that the collective impact of current public health measures, including policies such as this, will greatly reduce the probability of a COVID 19 outbreak in our workplace or community, we must have measures in place to address these risks.

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) will not be permitted to work in areas affected by the outbreak.

1.0.5 Ongoing Measures

Please note that our safety plan and all other health protocols remain in place, including masking, physical distancing, and enhanced cleaning and hygiene procedures. Our existing *Communicable Diseases Risk Management Policy* continues to apply.

We remain committed to protecting and supporting the well-being of our employees and the communities we serve. We will continue to regularly review, balance and adapt this policy to reflect the needs of our workplace as well as evolving government and public health guidance. If it is determined that additional precautions are necessary, we may implement new measures

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(including at an individual level) to protect employees and the public from COVID-19 and may amend this policy accordingly.

We appreciate your cooperation and thank you for doing your part to help keep our workplace and community safe.