



## HUMAN RESOURCES MANDATORY VACCINATION POLICY

Policy #: HR-2021-01

Issued: September 8, 2021

Reviewed/Revised: September 8, 2021

Prepared By: Jennifer Galea

Reviewed By: Human Resources

Approved By: CAO

---

### 1.0 PURPOSE

The health and safety of the Town employees is a top priority. The Town 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. Vaccination is a key element in the protection of Town employees and the public against the hazard of COVID-19. 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.

Full vaccination has been shown to be effective in reducing COVID-19 virus transmission 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 Town employees 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 colleagues.

### 2.0 SCOPE

- 2.1 This Policy applies to all employees of the Town, members of Council, members of committees of Council, and includes students and volunteers, including volunteer firefighters.
- 2.2 New Town employees are required to be fully vaccinated against COVID-19 as a condition of being hired by the Town of Kingsville.

### 3.0 DEFINITIONS

"**COVID-19**" means the infectious disease caused by a newly discovered coronavirus.

"**Employee**" means a person employed in a permanent, temporary, or contract capacity, including full-time, part-time, seasonal, summer students, co-op students, volunteers, and includes volunteer firefighters.

"**Town**" means The Corporation of the Town of Kingsville.

### 4.0 REFERENCE DOCUMENTS

- 4.1 O. Reg. 577/21: Rules for Areas at Step 3 and at the roadmap exit step

4.2 Individual Accommodation Plan Process

**5.0 RESPONSIBILITIES**

5.1 Responsibilities of management

5.1.1 Managers are expected to:

- lead by example, and;
- ensure employees complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

5.2 Responsibilities of the employees:

5.2.1 Employees are expected to:

- follow all health and safety policies and protocols, and;
- complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

**6.0 PROCEDURE**

6.1 Support for Vaccinations

6.1.1 The Town's supports employees in obtaining their COVID-19 vaccination. If operationally feasible and with the permission of their immediate supervisor, Town employees can be released on work time to be vaccinated while on-duty, at a designated vaccination site, without loss of compensation or the requirement to use sick time.

6.2 Continued Compliance with all Health and Safety Precautions

6.2.1 Unless a legislated or regulatory exemption applies, all Town employees 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 Town business.

6.2.2 Employees 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 providing proof of a negative COVID-19 test, as well as self-isolate if exposed to COVID-19.

6.3 Vaccination Requirements

6.3.1 All Town employees are required to be fully vaccinated with a COVID-19 vaccine series by October 30, 2021. For a two dose vaccine series,

employees must receive one dose of COVID-19 vaccine by September 30, 2021 and two doses of COVID-19 vaccine by October 30, 2021. For a single dose vaccine series (e.g. Johnson and Johnson), employees must receive the dose by September 30, 2021.

6.3.2 Employees who require accommodations or who refuse to be vaccinated will be required to meet other conditions and requirements outlined in section 6.5 of this policy.

#### 6.4 Proof of Vaccination

6.4.1 The Town requires proof of vaccination. Proof means documentation verifying receipt of a vaccination series approved by Health Canada.

6.4.2 Employees must disclose their vaccination status to the Town in accordance with the established process by no later than September 27, 2021.

6.4.3 Employees 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.

6.4.4 The Town 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, and infection and prevention control measures in the workplace.

6.4.5 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).

#### 6.5 Accommodations and Refusals

6.5.1 Employees who are not able to obtain a COVID-19 vaccine for a reason related to a protected ground set out in the Human Rights Code (disability, religion, or other) can request an accommodation, using the Town's Individual Accommodation Plan Process and cooperating in the accommodation process. Employees who are claiming a medical reason for not obtain a COVID-19 vaccine shall provide information from the employee's doctor or nurse practitioner to the Town to ensure that the Town understands the medical reasons for the accommodation, whether the exemption is permanent or temporary, and so that the Town can appropriately and effectively take steps to protect the employee and others.

6.5.2 Employees who refuse to be vaccinated for other reasons shall submit those reasons in writing to the Chief Administrative Officer (CAO). The

CAO shall review the refusal, along with the nature of the employee's job and work environment, and shall determine next steps as appropriate.

- 6.5.3 Employees approved for accommodation or who refuse to be vaccinated may be required to undertake additional precautionary measures for their own safety and the safety of others. The actual additional precautionary measures will depend upon the individual circumstances of the employee, reasons for the accommodation, and the nature of the employee's job and work environment. These additional precautionary measures may include submission to regular antigen testing for COVID-19 and demonstration of a negative result, which may testing may or may not be allowed during work time or at the employee's expense.

6.6 Ongoing Monitoring and Assessment of Covid-19 Workplace Safety Measures

- 6.6.1 The Town 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 employees in the workplace and the public that they serve. To that end, and in consultation with Windsor-Essex County Health Unit and occupational health and safety experts, the Town 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 Town 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.

6.7 Consequences of Non-Compliance with Policy

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

6.8 Members of Council and Members of Committees of Council

- 6.8.1 The application of this policy as it applies to members of Council and members of Committees of Council should be as required and appropriate. For example, if a member of Council or Committee refuses to be vaccinated that member should submit reasons for refusing to be vaccinated in writing to the Mayor (in place of the CAO).
- 6.8.2 Members of Council and members of Committees of Council who do not comply with this Policy shall be referred to the Integrity Commissioner who shall review the individual circumstances and shall provide recommendations to Council.



## HUMAN RESOURCES MANDATORY VACCINATION POLICY

### 7.0 REVISION

No.	Revision Details (incl. provision #)	Revision By	Date
1.	Creation of Policy	Jennifer Galea, Manager of Human Resources	September 2, 2021
2.			
3.			
4.			

Questions about this Policy can be referred to the Manager of Human Resources.