

CORPORATE POLICY

POLICY TITLE: MANDATORY COVID-19 VACCINATION POLICY

POLICY NO.: 13.A.09

Section:	Human Resources		
Effective Date:	September 8, 2021	Date of Last Review:	September 8, 2021
Approval Authority: Administration	Policy Owner: City Manager		

POLICY STATEMENT

The Health & Safety of City of Vaughan (City) employees is a top priority. The City is demonstrating its commitment to taking every reasonable precaution to protect all Staff from COVID-19 through mandatory vaccination.

On March 11, 2020, the World Health Organization (WHO) declared a pandemic due to the worldwide spread of COVID-19. On March 17, 2020, the City declared a state of emergency due to the pandemic. Health Canada approved the first vaccines for use in Canada in December 2020 and early 2021, following a thorough review for safety, efficacy, and quality. In Spring/Summer 2021, vaccinations became available in Ontario.

The COVID-19 pandemic continues to evolve quickly and unpredictably especially with the highly contagious variants including the Delta variant. York Region’s Medical Officer of Health has recommended City Staff be vaccinated to help combat COVID-19 in consideration of the ominous forecasts due to the Delta variant. Vaccination provides a high level of protection against COVID-19 and its variants and lowers the risk of serious illness and hospitalization. Vaccination is a critical control measure for the hazard of COVID-19.

City Staff must be Fully Vaccinated or two doses of a COVID-19 Vaccine no later than November 1, 2021 and provide Proof of Vaccination. The City will exempt Employees from vaccination requirements if they have a substantiated medical condition or human rights ground for not being vaccinated and the City has approved a COVID-19 Accommodation Plan.

This Policy will be reviewed regularly and is subject to change as the COVID-19 pandemic evolves and as the City is guided by Public Health.

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PURPOSE

The purpose of this Policy is to outline COVID-19 vaccination requirements for City Staff. The Policy provides accommodation for employees who are exempted due to a substantiated medical condition(s) or human rights ground(s) for not being vaccinated.

SCOPE

This Policy applies to all employees, students, and volunteers. New hires shall be required to comply with this Policy and provide Proof of Vaccination as a condition of employment.

Contractors will be required to have a vaccination policy. The City will review requirements for others including patrons and visitors separately.

LEGISLATIVE REQUIREMENTS

The City, as an Employer, has an obligation under Ontario law to take all reasonable precautions to protect its Staff. Section 25(2)(h) of the *Occupational Health and Safety Act* requires that an Employer take every precaution reasonable in the circumstances for the protection of a worker.

The Medical Officer of Health for York Region has recommended a workplace vaccination policy to help protect against COVID-19 and its variants.

DEFINITIONS

- 1.1. City or Employer: Refers to The Corporation of the City of Vaughan.
- 1.2. COVID-19 Vaccine: Refers to a vaccine authorized by Health Canada to protect against the coronavirus disease (COVID-19).
- 1.3. Exempted Staff or Employee: Refers to a Staff or Employee that is exempted from Proof of Vaccination or from being Fully Vaccinated based on a human rights ground or medical condition that requires accommodation as set out in Section 2.2 of this Policy.
- 1.4. Fully Vaccinated: Means the full series of a COVID-19 Vaccine or approved combination of COVID-19 vaccines authorized by Health Canada and 14 calendar days have passed since the final dose. If any subsequent COVID-19 Vaccine booster(s) are required, City Staff will require such booster(s) to be Fully Vaccinated.

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1.5. Staff includes any of the following:

- 1.5.1. An employee who performs work for the City for wages;
- 1.5.2. Students and volunteers.

1.6. Senior Management: Refers to a staff member who is either a department head or holds the title of Director, Chief, Deputy City Manager or City Manager.

1.7. Proof of Vaccination: Refers to documentation setting out the full series of a COVID-19 Vaccine or approved combination of COVID-19 vaccines provided by the Ministry of Health, medical doctor, registered nurse or pharmacist and any recommended COVID-19 vaccine booster(s). If an Employee has received a vaccine for COVID-19 that is not authorized by Health Canada, the Employee must produce medical documentation that verifies the vaccine received is as effective as a vaccine authorized by Health Canada.

1.8. Workplace: Means any City property, premise or location in which City business is conducted. This includes, but is not limited to, City Hall, the Operations Centres, Community Centres, City Playhouse, Fire Hall, City vehicles and off-site locations for City business.

POLICY

2.1. Mandatory Vaccination Requirements

All City Staff are required to be Fully Vaccinated. City Staff must provide Proof of Vaccination or proof of one dose of a COVID-19 Vaccine no later than October 1, 2021. City Staff who only received a first dose of a COVID-19 Vaccine on or before October 1, 2021 shall provide Proof of Vaccination no later than November 1, 2021.

City Staff shall obtain any future required COVID-19 Vaccine booster(s) and provide updated Proof of Vaccination upon request from Human Resources.

New hires shall be required to provide Proof of Vaccination as a condition of employment.

Employees are encouraged to get vaccinated outside of their working hours, however, if this is not possible, they may ask their Supervisor to go during work hours if operationally feasible and either make up any time away from work to get vaccinated or use banked credits such a personal time.

2.2. Exemptions from Vaccination – Exempted Employees

An Employee may be exempt from the requirement to provide Proof of Vaccination or to be vaccinated if the Employee has an approved COVID-19 Accommodation Plan (CAP) as set out in Section 2.3 and the Employee:

- a. provides written documentation to Human Resources setting out a specific human rights ground(s) for not being vaccinated and the Employee is entitled to accommodation under the Ontario *Human Rights Code*; or
- b. provides written documentation to Human Resources from a medical doctor setting out a valid medical reason for not being Fully Vaccinated and the effective time-period for the medical reason.

2.3. COVID-19 Accommodation Plan

A COVID-19 Accommodation Plan (CAP) is an accommodation plan approved by the City's Human Resources for Exempted Employees. City Staff or Employees who are requesting an exemption from vaccination or from providing Proof of Vaccination must request a CAP and provide the documentation in Section 2.2 to Human Resources.

The CAP may include, but is not limited to:

- regular COVID-19 testing as prescribed with proof of a negative result
- additional personal protective equipment
- requirements to self-isolate or periodic alternative work arrangements.

2.4. Other Health and Safety Measures

The mandatory vaccination requirements set out in this Policy are in addition to other health and safety protocols to protect against COVID-19 as prescribed in the Health & Safety Directive for Attending City Worksites During COVID-19, Mandatory Face Covering Policy and COVID-19 Screening Questionnaire Policy. For example, City Staff are still required to wear a mask and all other appropriate personal protective equipment, complete the COVID-19 Screening Form before entering the Workplace and self-monitor for potential COVID-19 symptoms when at work or otherwise engaged in City business, maintain appropriate physical distancing, avoid touching their face, wipe down surfaces and wash or sanitize their hands frequently.

2.5. Roles & Responsibilities

Senior Leadership

- Ensure that all City Staff are aware of the City's Mandatory COVID-19 Vaccination Policy
- Monitor compliance with Human Resources, Directors and Managers

Managers/Supervisors

- Lead by example
- Ensure that Employees are aware of the City's Mandatory COVID-19 Vaccination Policy and complete any required education or training about COVID-19, including vaccinations and safety protocols.
- Ensure that Employees have submitted Proof of Vaccination or requested an exemption as outlined in this Policy
- Ensure all Employees who attend at a City Workplace complete the COVID-19 Screening Form before entering the Workplace

City Staff and Employees

- Remain informed about the importance of being vaccinated and any changes in vaccination requirements issued by the federal or provincial government or Public Health
- Submit the required Proof of Vaccination in accordance with this Policy and the Mandatory COVID-19 Vaccination Procedure
- Request an exemption from Human Resources in accordance with this Policy if the Employee is not Fully Vaccinated or will not provide Proof of Vaccination
- Complete the COVID Screening Form before entering the Workplace

Human Resources

- Provide an educational program and other information as required to Employees about the importance of being vaccinated
- Collect Proof of Vaccination in accordance with the Mandatory COVID-19 Vaccination Procedure
- Review documentation submitted by Employees requesting to be exempted and approve a CAP for the Exempted Employee
- Ensure records are collected and used in compliance with applicable privacy legislation

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2.6. The Protection of Personal Information and Privacy

The protection of personal information and privacy is important to the City. The City will ensure information and documents collected under this Policy, including Proof of Vaccination and information under Section 2.2, are collected and used in accordance with this Policy and applicable privacy legislation. This information will only be used for administration of this Policy, to address health and safety concerns, statistical purposes or as required by law.

2.7. Remedial Action / Failure to Comply

City Staff refusing to be vaccinated or to provide Proof of Vaccination by October 1, 2021 will be required to participate in a mandatory education program, approved by the City about the benefits of vaccination and risks of not being vaccinated. Staff must submit proof they have completed the education program.

Non-compliance with this Policy may result in disciplinary action, up to and including dismissal.

2.8. Monitoring and Review

The City continues to monitor the rapidly evolving situation due to COVID-19 and its variants. This Policy will be reviewed regularly and is subject to change. The City will continue to be guided by Public Health and assess whether additional measures including COVID-19 testing are required. If changes are made to this Policy, City Staff and workplace parties will be notified accordingly.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	Other (specify) As required	Next Review Date:	As required
Related Policy(ies):	Health and Safety Policy Respectful Workplace Policy Disability Management Program Procedures COVID 19 Active Screening Protocol Mandatory Mask or Face Coverings in Public Settings		
Related By-Law(s):	None		
Procedural Document:	TBD		

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Revision History

Date:	Description:
Click or tap to enter a date.	