

THE TOWN OF FORT FRANCES

Section: Health & Safety

Policy: COVID-19 Vaccination Policy

Creation Date:	November 8 th , 2021
Revised Date:	N/A
Resolution Number:	
Supersedes Resolution Number:	N/A
Policy Number:	5.5

POLICY SCOPE

This Policy applies to all employees, members of Council, members of boards and committees, volunteers, and contractors ("Staff") of the Corporation of the Town of Fort Frances (the "Town").

1. POLICY PURPOSE

The purpose of the COVID-19 Vaccination Policy is to provide guidelines pertaining to the expectations with regards to COVID-19 immunization disclosure of Individuals Subject to this Policy. The Town is committed to providing a safe working environment for its Staff, its customers, and members of the public. All Individuals Subject to this Policy are encouraged to receive a COVID-19 vaccine unless there is an Ontario *Human Rights Code* protected reason, to not receive a vaccine.

2. RATIONALE

The Town recognizes the importance of immunization as a key element to help keep Town Facilities safe. This COVID-19 Vaccine Policy aims to protect Staff, customers, and members of the public.

COVID-19 remains a serious health risk in our community. The ongoing spread of variants of concern means we must make every reasonable effort to protect our workplace against the virus. We must consider all infection control measures at our disposal to protect our workplace and our community.

The vaccines currently approved in Canada have been shown to be safe and effective against symptomatic COVID-19. A copy of the Ministry of Health's Information Sheet regarding these vaccines is attached as Appendix 1 to this Policy. Updated versions of the Information Sheet, as well as further information on vaccines, may be accessed online through the Ontario Ministry of Health website as well as the Health Unit website

3. DEFINITIONS

Fully Vaccinated is currently defined as having received the full series of a COVID-19 vaccine (or a combination of COVID-19 vaccines) that is approved by the Health Canada; and having received the final dose of that COVID-19 vaccine series at least 14 days prior to the effective date of this policy or start of employment.

Unvaccinated refers to any Staff who are not Fully Vaccinated or have not provided proof of Vaccination to the Town.

4. GUIDELINES

4.1 Attestation of COVID-19 Immunization Status

All Staff who are working in any Town facility and who have any interaction with Town customers and members of the public are expected to submit a formal attestation if they are “**fully vaccinated**” against COVID-19 and provide proof of vaccination to the HR Manager or designate to sign off verification that acceptable proof of vaccination has been completed.

4.2 Proof of Vaccination

All Staff are required to show proof of their vaccine receipt to the HR Manager or designate by December 1, 2021. The HR Manager or designate will sign the attestation form verifying the confirmation of proof of vaccine. The Town only requires the verification of the receipt that indicates receipt of a vaccine approved for use in Canada.

4.3 Unvaccinated for Medical Reasons

Proof in the form of a completed medical form as approved by the Province of Ontario and as provided by a medical practitioner. The medical note can be sent confidentially to the HR Manager's email or by sending it in a sealed envelope to the HR Manager's Office.

Regular rapid antigen testing requirements will be in place for all Staff, except contractors, who are not Fully Vaccinated against COVID-19. Staff will be required to undergo testing through a Rapid Antigen testing location twice weekly. Testing shall be undertaken Monday's and Friday's or the closest days possible to those days. All Staff, except contractors who are off from work shall provide dated proof of test result upon return to work if their time away overlaps their regular Friday or Monday test day. All Staff, except contractors with valid medical exemptions, will be provided with leave to take their test on their test day paid by the Town

4.4 Unvaccinated for Other Reasons

All Staff, except contractors without a documented medical reason, who do not intend to be vaccinated, will be required to participate in an approved educational session about the benefits of COVID-19 vaccination. Proof of completion of the educational session will be required. The training will be completed outside of the regular workday and Staff will not be compensated for this time. Proof of completion shall be presented to the HR Manager or

designate within 30 days of the passing of this policy for existing Staff, except contractors and within 30 days of work starting for new Staff, except contractors.

Regular antigen testing requirements will be in place for Town employees and members of Council who are Unvaccinated. Town employees and members of Council will be required to undergo testing through a Rapid Antigen Testing location twice weekly. Testing shall be undertaken Monday's and Friday's or the closest days possible to those days. Staff, except contractors who are off from work shall provide dated proof of test result upon return to work if their time away overlaps their regular Friday or Monday test day. Town employees will be provided with leave to take their test on their test day, time for the test will not be regular time paid by the Town, Town employees may use bank time if available.

4.5 Regular Antigen Testing

Unvaccinated Town employees and members of Council will be required to undergo testing through a Rapid Antigen testing location twice weekly. Testing shall be undertaken Monday's and Friday's or the closest days possible to those days. Staff who are off from work shall provide proof of test result upon return to work if their time away overlaps their regular Friday or Monday test day. Town employees will be provided with leave to take their test on their test day, time for the test will not be regular time paid by the Town, the employee may use bank time if available unless the employee have provided the corporation with a valid medical exemption at which point time will be paid if testing takes place during regular work hours. The dated results of these tests shall be provided to their Direct Supervisor upon returning to work from testing. Any costs for the administration of the rapid antigen testing shall be borne by Staff. Unless the employee and/or member of Council have provided the Town with a valid medical exemption at which point costs will be reimbursed by the Town monthly.

If upon testing, Staff receives a positive test result, that Staff is to proceed directly to their residence and consult the Northwestern Health Unit for their next steps.

5 USE OF INFORMATION & CONFIDENTIALITY

Information relating to an individual's proof of vaccination, attestation form and/or the reason(s) for not receiving a COVID-19 vaccination will remain strictly confidential and on file with the HR Mangers Office for the purposes of administering this policy and ensuring the safety of the Staff, customers, and members of the public.

6. NON-COMPLIANCE

The Staff failing to comply with this procedure may be placed on an unpaid administrative leave or be subject to disciplinary action up to and including termination.

7. POLICY REVIEW AND MAINTENANCE

This Policy will be regularly reviewed and updated to reflect the latest scientific research, guidance, and legislation from the Ontario government, the Chief Medical Officer of Health, the federal government, Ministry of Health, the Public Health Agency of Canada, Public Health Ontario, Local Health Units and any other relevant health authorities. The Town will make every effort to provide information and updates to staff as it becomes available.



COVID-19 ATTESTATION FORM

I, _____ acknowledge the following:

PLEASE CHECK ONLY ONE OPTION BELOW:

I am now fully vaccinated AND I have shown the HR Managers Office with valid documentation.

☐

I have provided the HR Managers Office with a completed medical exemption form from my physician or Nurse Practitioner for not being fully vaccinated against COVID-19.

☐

I am NOT fully vaccinated at this time AND I have completed the mandatory COVID-19 vaccination course (Proof of Completion required).

☐

I choose not to disclose my vaccination status at this time AND I have completed the mandatory COVID-19 vaccination course. (Proof of Completion required).

☐

If submitting handwritten, please print clearly

Worker Name &

Department:

Signature:

Date:

HR Manager

Signature:

Date:

Verification of
required items:

This form is to be submitted to the HR Managers Office. This form will be kept on file in the HR Managers Office for the purposes of ensuring the safety of the Town's staff, members of Council, boards/committee members, volunteers, contractors, customers, and members of the public.



CONTRACTOR COVID-19 ATTESTATION FORM

I, _____ acknowledge the following:

PLEASE CHECK ONLY ONE OPTION BELOW:

I am fully vaccinated AND I have valid documentation.

☐

If submitting handwritten, please print clearly

Worker Name &

Department:

Signature:

Date:

Supervisor

Signature:

Date:

Verification of
required items:

This form is to be submitted to the Facilities Superintendent or designate. This form will be kept on file by the Town for the purposes of ensuring the safety of the Town's staff, members of Council, boards/committee members, volunteers, contractors, customers, and members of the public.



TRAINING ACKNOWLEDGEMENT

Please print, complete, and sign the following training acknowledgement and return to the HR Managers Office.

Department/Division

Supervisor

I have read all of the information presented to me in the COVID-19 Vaccination Information Session. I acknowledge my review.

Name

Signature