



CORPORATE GUIDELINE

COVID-19 Vaccination Policy

DEPARTMENT:	CAO
POLICY:	COVID-19 VACCINATION POLICY
APPROVAL:	CAO
EFFECTIVE DATE:	November 8, 2021

1. PURPOSE:

The Town of Shelburne considers vaccinations to be fundamental to the protection of individuals and the community, and to be consistent with the best available public health advice for prevention of the spread of COVID-19 and variants.

This policy recognizes the guidance of Wellington Dufferin Guelph Public Health that those who are unvaccinated or not fully vaccinated are at significantly increased risk of becoming seriously ill from COVID-19 and also of spreading the virus to others, with significant impact on human health and workplace continuity.

The main purpose of the COVID-19 Vaccination Policy is to:

- i) reduce the risk of COVID-19 in the workplace and to provide a safe environment for employees and the public to access to Town facilities.
- ii) To provide guidelines pertaining to the expectations and requirements of staff and employees with respect to COVID-19 and vaccination

This policy aims to achieve full vaccination amongst Town employees in alignment with provincial directives and subject to limited exceptions in accordance with the *Ontario Human Rights Code* (the "Code").

2. POLICY STATEMENT:

The Town of Shelburne has a legal duty under the Occupational Health and Safety Act (OHSA), to take reasonable precautions to protect workplace health and safety, including hazards posed by infectious disease such as COVID-19 and associated variants.

The Town of Shelburne is committed to providing a safe working environment and taking every precaution reasonable in the circumstances for the protection of our employees, volunteers, contractors, elected officials and members of the public, from the hazard of COVID-19.



A key element to help ensure this protection is by putting in place a COVID-19 Vaccination Policy that addresses immunization against COVID-19 and that requires that employees, volunteers and contractors are fully immunized against COVID-19 by December 30, 2021 subject to a valid exemption or meeting testing requirements.

3. SCOPE:

This policy applies to all Participating Individuals. All new or rehired Participating Individuals, including returning Town of Shelburne Seasonal and Student employees, are required to be fully vaccinated against COVID-19 as a condition of being hired or rehired by the Town of Shelburne.

The Town of Shelburne also reserves the right to amend this policy as the Town determines to be appropriate or required.

4. DEFINITIONS:

“**Antigen Test**” means antigen-based tests detect specific proteins on the surface of the virus. They’re often called rapid tests, as they typically provide results in less than an hour. Link to Ontario Public Health information on: [Antigen Testing](#).

“**CAO**” means the Chief Administrative Officer of the Municipality or Designate.

“**Contractor**” means any business, company or firm hired by the Town to provide services on Town of Shelburne property.

“**Corporation**” means The Corporation of the Town of Shelburne.

“**Council**” means the elected Municipal council of the Town of Shelburne.

“**Educational Program**” means a program that has been approved by and/or provided by the Town of Shelburne and addresses the following learning components:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- Benefits of vaccination against COVID-19;
- Risks of not being vaccinated against COVID-19 and
- Possible side effects of COVID-19 vaccination.

“**Designated Member of Staff**” means staff assigned by the Chief Administrative Officer to facilitate the record keeping or collection of documents.



“Fully Vaccinated” means for the purposes of case/contact/outbreak management, an individual is defined as fully immunized once 14 days has passed after receiving their second dose of a two-dose COVID-19 vaccine series or their first dose of a one-dose COVID-19 vaccine series that is approved by Health Canada. In the future, this may include any required booster shots.

Vaccines approved by Health Canada are as follows:

- Pfizer-BioNtech COVID-19 vaccine
- Moderna COVID-19 vaccine
- Janssen (Johnson and Johnson) COVID-19 vaccine
- AstraZeneca/COVISHIELD COVID-19 vaccine

“Isolation” means staying at home and avoiding contact with other people (including those in your household if possible) in circumstances where you have COVID-19 symptoms, even if mild, and/or when you have been diagnosed with COVID-19 or are waiting for the results of a lab test for COVID-19. Isolation is intended to help prevent the spread of COVID-19 in your home and community. When Isolation is required, you must stay home until your Public Health Authority advises you that you are no longer at risk of spreading the virus to others.

“Municipality” means the Corporation of the Town of Shelburne.

“Town” means the Town of Shelburne.

“Participating Individuals or Individual Participants” Includes:

- (1) all Town of Shelburne employees, volunteers and students (“Employees”); and
- (2) all businesses/entities (including their employees, contractors and other representatives) who have in-person interactions operating at Town of Shelburne facilities (“Contractors”).

“PCR Test” means the polymerase chain reaction (PCR) test for COVID-19 is a molecular test that analyzes an upper respiratory specimen, looking for genetic material (ribonucleic acid or RNA) of SARS-CoV-2, the virus that causes COVID-19.

“Proof of Medical Exemption” means written proof of a medical reason, provided by a physician or nurse practitioner in the extended class that sets out:

1. a documented medical reason for not being fully vaccinated against COVID-19, and
2. the effective time-period for the medical reason.

“Proof of Vaccination” means documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating individual immunization status against the COVID-19 virus.

“Self-Isolation” means staying home and avoiding contact with others (including those in your household if possible) in circumstances where you have no symptoms but have a history of



possible exposure to the novel coronavirus due to travel outside of Canada or close contact with a person diagnosed with COVID-19. When Self-Isolation is required, you must stay at home and monitor yourself for any specified COVID-19 symptoms for 14 days.

“Volunteer” means any person who undertakes or is assigned responsibilities that are not paid on Town of Shelburne property, this does not include those persons appointed to boards and committees by council.

5. PROCEDURE:

1. Policy Requirements for Participating Individuals

- 1.1. The Town of Shelburne requires that all Participating Individuals provide one of the following to a Designated Member of Staff by November 26, 2021:
 - (1) Proof of COVID-19 vaccine administration as per the following requirements:
 - (a) If the Participating Individual has only received the first dose of a two-dose COVID-19 vaccination series approved by Health Canada, proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose; or
 - (b) Proof of all required doses of a COVID-19 vaccine approved by Health Canada.
 - (2) Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
 - (a) that the Participating Individual cannot be vaccinated against COVID-19; and
 - (b) the effective time period for the medical reason (i.e., permanent or time-limited).
 - (3) Proof that the Participating Individual has completed an educational program approved by the Town of Shelburne.

Participating Individuals who elect not to provide proof of COVID-19 vaccination per 1 above, and rely on 2 or 3, are required to perform rapid antigen testing, at a frequency of not less than twice per week, and provide verification of negative test results as specified by the Town.



1.2. Individual Participants who choose not to disclose vaccination status by November 26, 2021, will be assumed to be unvaccinated and subject to the same provisions as an unvaccinated Individual Participant.

1.3. Individual Participants that have only one vaccine dose are required to complete the required testing as established by the Town until they are designated as Fully Vaccinated.

2. Unvaccinated Individual Participants

2.1. Effective November 27, 2021, to access any Town facility, unvaccinated Individual Participants shall be required to provide proof of a negative COVID-19 antigen screening test or equivalent in the manner requested by the Town.

2.2. Unvaccinated Individual Participants shall be required to undergo regular (at least twice per week), antigen testing or equivalent on a schedule based around worker shift patterns as outlined by the Town.

2.3. The Town of Shelburne will coordinate and/or pay for testing of unvaccinated Participating Individual until December 31, 2021. Thereafter, testing will be conducted on the Participating Individual's own time. Testing will be at the employees own expense where applicable. However, if Participating Individuals are unable to be vaccinated for reasons relating to grounds protected by the Code, testing will be paid for by the Town and may be conducted during working hours.

2.4. Individual Participants who screen positive on an antigen test shall be required to take a PCR test and follow the direction of the Health Unit.

2.5. Unvaccinated Individual Participants who are in Self-Isolation due to Public Health COVID-19 requirements may:

- use vacation entitlements or lieu time
- be able to access applicable federal or provincial government programs; or
- take the time as unpaid

2.6 Unvaccinated Individual Participants who are in Isolation due to COVID-19 may:

- work from home if approved by their supervisor
- use any paid entitlements (emergency leave, vacation or lieu time) if applicable
- apply for Short Term Disability (STD)
- take the time as unpaid
- be able to access applicable federal or provincial government programs



2.7. Unvaccinated Individual Participants with a valid exemption will be treated as Unvaccinated Individual Participants for the purpose of Public Health isolation requirements and paid benefits.

3. Access to Vaccination Clinics

3.1. Reasonable arrangements will be made to allow for Individual Participants to attend COVID19 vaccination clinics during work time.

4. Continued Adherence to Public Health Measures

4.1. All Individual Participants are required to continue to practice Public Health measures and workplace procedures to control the spread of COVID-19 regardless of vaccination status.

4.2. Individual Participants must always adhere to health and safety protocols while in the workplace, including wearing masks, handwashing, physical distancing where possible, and the use of other Personal Protective Equipment as required by their position and task.

5. Accommodations

5.1 Despite any other provision in this policy, the Town will comply with its duty to accommodate under the Code. An employee or volunteer who is unable to be vaccinated and/or is unable to comply with additional health and safety requirements applicable to unvaccinated Participating Individuals for reasons relating to grounds protected by the Code should advise a Designated Member of Staff and the Town will follow the requirements of the Code with respect to the accommodation process. Employees and volunteers are expected to cooperate in this process and provide necessary documentation.

6. Non-compliance with the COVID19 Vaccination Policy

6.1. Individual Participants who falsely represent their status of vaccination or test results to avoid workplace safety measures will be held accountable and subject to disciplinary action up to and including termination.

6.2. Individual Participants who do not comply with this vaccination policy will be subject to disciplinary action up to and including termination in accordance with all applicable legislation, and Town of Shelburne policies.



6. RESPONSIBILITIES:

Individual Participants

- a) follow all health and safety policies and protocols to ensure personal safety and prevent the spread of COVID-19.
- b) Meet the requirements outlined in this policy.
- c) Adhere to any federal or Provincial legislation, directives, or mandates requiring vaccination.

Directors/Managers

- a) Meet the requirements outlined in this policy.
- b) Provide employees with direction for access to information on COVID-19 and the associated health and safety precautions.
- c) Where feasible, support time from regular duties for Employees to attend vaccination clinics.
- d) Follow and comply with any Federal or Provincial legislation, directives, or mandate regarding the vaccination of Individual Participants.
- e) Continue to enforce workplace precautions that limit the spread of COVID-19 virus.

Designated Member of Staff

- a) Ensure that Individual Participants attending the workplace are Fully Vaccinated against COVID-19 or have otherwise met the requirements of Section 1.1 of this policy.
- b) Ensure Individual Participants have complied with the requirements of this policy.
- c) Collect and store vaccination records (and any other related information required to administer this policy) in a manner that ensures medical confidentiality is maintained and applicable privacy legislation is complied with.
- d) Assist supervisors with any employee relations and health and safety issues arising from application of this policy.
- e) Provide disability management services and accommodation support for employees as required.



Contractors Performing Work in Town Facilities and Buildings

The COVID-19 Vaccination Policy requires all employees or staff of contractors and consultants acting on behalf of the Corporation of the Town of Shelburne and performing work in Town facilities and/or buildings to:

- Provide proof of full vaccination against COVID-19; or
- Provide a written attestation of a medical reason(s) or Code reason(s) for not being fully vaccinated against COVID-19 and undertake regular testing; or
- Complete a COVID-19 vaccination educational session and undertake regular testing.

Any costs for regular testing and education are the sole responsibility of the contractors and consultants.

7. REFERENCES AND RELATED DOCUMENTS:

Ontario Human Rights Code
Occupational Health and Safety Act
Employment Standards Act, 2000
Workplace Safety and Insurance Act, 1997
Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56
Any other relevant Town policies

8. CONTACT:

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