

City of Melfort Policy Manual

<i>POLICY TITLE:</i> Proof of COVID 19 Vaccination Policy	<i>POLICY NUMBER:</i> 1.6.59	<i>EFFECTIVE DATE:</i> October 1, 2021
<i>ORIGIN:</i> Council	<i>ADOPTED BY COUNCIL Resolution No:</i> 21-217	<i>AMENDED DATE:</i>

1) POLICY STATEMENT:

The City of Melfort is committed to the health and safety of its workplaces and to protecting its Council, employees, staff, interns, students and contractors from the hazards of COVID 19.

This commitment includes the responsibility to implement the necessary measures to protect employees, members of the public and visitors to City of Melfort buildings, facilities or properties from known dangers. *In addition, the Saskatchewan Employment Act and The Occupational Health and Safety Regulations, 2020* also require the City of Melfort to take reasonable precautions to maintain a safe working environment. This duty includes taking reasonable and justifiable measures to protect employees from the spread of COVID 19 in the workplace.

The purpose of the Proof of COVID 19 Vaccination Policy (the "**Policy**") is to reduce COVID 19 in the workplace and provide a safe environment for employees and the public to access and use City facilities COVID 19 vaccines to mitigate these risks.

The City of Melfort strongly encourages all council members, employees, contractors, and interns – other than any for whom it is not medically recommended – to obtain COVID 19 vaccinations at their first opportunity.

This Policy implements specific measures regarding COVID 19 vaccinations such that the risks of (a) acquiring and spreading COVID 19 in the workplace; and (b) experiencing severe symptoms of COVID 19 if contracted are reduced.

The Policy will be reviewed on a regular basis and amended as required as the information, data, public health guidance and provincial legislation regarding the COVID 19 pandemic changes.

2) SCOPE:

This Policy applies to:

- a. City of Melfort employees, staff, interns, and students (individually, the "**Person**" and collectively, the "**Personnel**")
- b. Council; and
- c. Contractors, including any Contractor Personnel.

3) DEFINITIONS:

For this Policy:

- a. **"City"** means the City of Melfort.
- b. **"City Premises"** means any workplace or other property owned or controlled by the City, including but not limited to any land, buildings, facilities, structures, installations, vehicles or equipment.
- c. **"Contractor"** means any person or entity that enters into a contract with the City of Melfort.
- d. **"Contractor Personnel"** means any Contractor employees, agents, consultants, invitees, subcontractors, and representatives involved either directly or indirectly in the performance of the Contractor's obligations under a contract with the City of Melfort.
- e. **"Council"** means the Council members for the City of Melfort
- f. **"COVID 19 Vaccination"** means a dose of single course COVID 19 immunization or dual course COVID 19 immunization series approved for use in Canada (as may be updated from time to time) and which currently includes:
 - i. Pfizer-BioNTech Comirnaty COVID 19 Vaccine;
 - ii. Moderna Spikevax COVID 19 Vaccine;
 - iii. AstraZeneca Vaxeria COVID 19 Vaccine; or
 - iv. Janssen (Johnson & Johnson) COVID 19 Vaccine.
- g. **"First Dose"** means the first dose of a dual course COVID 19 immunization series approved for use in Canada.
- h. **"Fully Vaccinated"** means:
 - i. two (2) weeks after either:
 - a) a person who has received the Single Dose of a single course COVID 19 Vaccination; or
 - b) a person who has received the Second Dose of a dual course COVID 19 Vaccination;
 - ii. where multiple doses of a COVID 19 multiple-dose vaccination or series of vaccination doses approved for use in Canada are required, a person who has received the most advanced vaccination dose that the Individual is eligible for.
- i. **"Partially Vaccinated"** means a person who has received the First Dose of a dual course COVID 19 Vaccination.
- j. **"Personnel"** means all City of Melfort employees, staff, interns, and students.
- k. **"Second Dose"** means the second dose of a dual course COVID 19 immunization series approved for use in Canada.
- l. **"Single Dose"** means the first dose of a single course COVID 19 immunization series approved for use in Canada.
- m. **"Vaccination Status"** means whether a person is unvaccinated, Partially Vaccinated or Fully Vaccinated.

4) COUNCIL:

- a) For the purposes of sections 4(b)&4(c), **"Proof of Vaccination Against COVID 19"** means; confirmation of Vaccination Status using one of the following methods (redacted, as required, to remove personal information unrelated to Vaccination Status):
 - i) showing a photo of a government issued vaccination card or vaccination certificate;
 - ii) showing evidence of a government issued digital immunization record (including from a government website such as eHealth Saskatchewan or similar agency in the Individual's home jurisdiction); or
 - iii) showing a copy of a government email confirmation of vaccination status.
- b) subject to the provisions of this Policy, each Person shall comply with one of the following:
 - i) Indicate they are Fully Vaccinated and provide Proof of Vaccination Against COVID 19 by **November 22, 2021**.

- ii) Where a Person does not indicate they are Fully Vaccinated and/or does not provide Proof of Vaccination Against COVID 19 by **November 22, 2021** or chooses not to disclose their Vaccination Status, the Person shall:
 - (1) submit to weekly, at their own cost, testing for COVID 19 at a certified testing facility; and
 - (2) provide a certified verification of the negative test result in a manner that enables the City of Melfort to confirm the result at its discretion; or
- c) Each Person shall meet with the City of Melfort to indicate that Individual's Vaccination Status and, where applicable, to provide Proof of Vaccination Against COVID 19 confirming that Person is Fully Vaccinated (the "**Status Meeting**"). The City of Melfort will begin meeting with each Person with respect to the indication of that Person's Vaccination Status and the provision of Proof of Vaccination Against COVID 19 on or after **October 1, 2021**.
- d) The Mayor or any Councillor who fails to meet the requirements of this Policy may be denied entry on City Premises.
- e) Remedial Action if contravention occurs as per Code of Conduct Bylaw No. 2019-5.
- f) This Policy will be reviewed and updated in the event that a further dose/booster is recommended by a public health authority or provincial government within the time frame designated for the approved vaccination.

5) **PERSONNEL:**

- a) For the purpose of section 5(b)&5(c) "**Proof of Vaccination Against COVID 19**" means; confirmation of Vaccination Status using one of the following methods (redacted, as required, to remove personal information unrelated to Vaccination Status):
 - i) showing a photo of a government issued vaccination card or vaccination certificate;
 - ii) showing evidence of a government issued digital immunization record (including from a government website such as eHealth Saskatchewan or similar agency in the Individual's home jurisdiction); or
 - iii) showing a copy of a government email confirmation of vaccination status.
- b) Subject to the provisions of this Policy, each Person shall comply with one of the following:
 - i) Indicate they are Fully Vaccinated and provide Proof of Vaccination Against COVID 19 by **November 22, 2021**.
 - ii) Where a Person does not indicate they are Fully Vaccinated and/or does not provide Proof of Vaccination Against COVID 19 by **November 22, 2021** or chooses not to disclose their Vaccination Status, the Person shall:
 - (1) submit to weekly, at their own cost and time, testing for COVID 19 at a certified testing facility; and
 - (2) provide a certified verification of the negative test result in a manner that enables the City of Melfort to confirm the result at its discretion; or
- c) Each Person shall meet with the City of Melfort to indicate that individual's Vaccination Status and, where applicable, to provide Proof of Vaccination Against COVID 19 confirming that Person is Fully Vaccinated (the "**Status Meeting**"). The City of Melfort will begin meeting with each Person with respect to the indication of that Person's Vaccination Status and the provision of Proof of Vaccination Against COVID 19 on or after **October 1, 2021**.
- d) In accordance with sections 5(b) and while attending the Status Meeting, each Person shall disclose one of the following four categories of Vaccination Status:
 - i) that they have **not been** Partially Vaccinated or Fully Vaccinated, whether because the COVID 19 Vaccination is not medically recommended for that person or not;
 - ii) that they **are** Partially Vaccinated;
 - iii) that they **are** Fully Vaccinated;
 - iv) that they are choosing not to disclose their Vaccination Status.

- e) Should a Person's Vaccination Status change and/or a Person chooses to disclose their Vaccination Status, that Person shall inform the City of Melfort representative with whom they met at the Status Meeting.
- f) Personnel who:
 - i) Are on a leave of absence; or
 - ii) Are not required to attend City Premises as a part of their employment duties, are not required to comply with 5(b) & 5(c) so long as they remain on leave or continue to work remotely and are not required to attend on City Premises as a part of their employment duties.
- g) Should any Person previously exempt from compliance with section 5(b)& 5(c) return to the workplace or become required to attend City Premises as a part of their employment duties that person must comply with this Policy prior to attending city premises.
- h) All Personnel are required to comply with this Policy. Personnel who refuse to comply with the requirements of this Policy will not be permitted in the workplace and will be sent home without pay. In addition, refusing to abide by this Policy may lead to disciplinary action up to and including termination of employment.
- i) This Policy will be reviewed and updated if a further booster is recommended by a public health authority or provincial government within the timeframe designated for the approved vaccination.
- j) All Personnel who are employees, staff, interns and students will be paid for time taken to receive approved COVID 19 vaccinations in accordance with *The Saskatchewan Employment Act*, *The Occupational Health and Safety Regulations, 2020*, and associated regulations, as may be amended from time to time. Eligible Personnel are to work with their managers or supervisors to schedule appropriate times for a vaccination appointment to comply with this Policy.

6) **CONTRACTORS:**

- a) Subject to the provisions of this Policy, every Contractor performing work or services on city premises must ensure that their contractor personnel do one of the following:
 - i) Indicate they are fully vaccinated and provide proof of vaccination against COVID 19 to the Contractor by November 22, 2021; or
 - ii) In relation to Contractor Personnel who are not fully vaccinated and/or do not provide proof of vaccination against COVID 19 to the Contractor by November 22, 2021, or choose not to disclose their vaccination status to the Contractor:
 - (1) Submit to regular testing for COVID 19, at intervals to be determined by the City of Melfort in discussion with the Contractor and Public Health; and
 - (2) Provide verification of the negative test result to the Contractor in a manner that enables the Contractor to confirm the result at their discretion
- b) Any Contractor personnel whom the Contractor fails to ensure meets the requirements of this Policy may be denied entry on City premises.
- c) In taking measures to ensure that their Contractor personnel meet the requirements of this Policy, Contractors must follow all applicable legislation and legal requirements, including but not limited to:
 - i) *The Occupational Health and Safety Regulations, 2020*, RRS c S-15.1 Reg 10;
 - ii) *The Saskatchewan Human Rights Code, 2018*, SS 2018, c S-24.2; and
 - iii) any requirements imposed by contract, including those respecting the manner, retention and destruction of documents.
- d) All Contractors shall provide sworn declarations to the City of Melfort as required by the hiring director or manager confirming whether they are following the requirements of this Policy in the form attached hereto as Schedule "A" (the "**Declaration**"). The Declaration must be sworn by **November 22, 2021** and must be provided to the City by email as necessary.

- e) This Policy will be reviewed and updated in the event that a further dose/booster is recommended by a public health authority or provincial government, within the time frame designated for the approved vaccination.

7) CONTINUED COMPLIANCE WITH HEALTH AND SAFETY MEASURES:

- a) The City of Melfort along with all Council Members, Personnel, Contractors and Contractor Personnel must continue to adhere to all applicable laws related to COVID 19, including but not limited to public health orders issued pursuant to the *The Public Health Act, 1994* and *The Disease Control Regulations, The Saskatchewan Human Rights Code 2018, SS 2018, cS-24.2, and The Occupational Health and Safety Regulations, 2020, RRS c S-15.1 Reg 10;* .
- b) All Council Members, Personnel, Contractors and Contractor Personnel must continue to adhere to all applicable City of Melfort policies, procedures and directions related to COVID 19 herein including but not limited to using and maintaining personal protective equipment, wearing appropriate masks and maintaining physical distancing, as required.
- c) Even after being vaccinated, Council Members, Personnel and Contractor Personnel must not attend the workplace if they are experiencing any symptoms of COVID 19. Such individuals must call 811 Healthline for additional direction and assistance.

8) COLLECTION OF INFORMATION AND PRIVACY CONSIDERATIONS:

- a) The City Clerk shall handle all information gathered as part of this Policy for the purposes outlined in this Policy and *The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP)*.
- b) All personal information, including personal health information, will be collected, used, disclosed, retained, and safeguarded according to applicable City of Melfort policies in compliance with applicable privacy legislation.
- c) Any questions or concerns related to the City of Melfort's collection and use of personal information and personal health information pursuant to this Policy should be directed to the City Clerk.

CITY OF MELFORT

Declaration of Vaccination Requirements

I, _____ owner/manager/supervisor
of _____ hired by the City of Melfort to perform
contracted services as per service agreement, hereby declare:

1. THAT All contract personnel attending any City of Melfort premises adhere to the Province of Saskatchewan Public Health measures and the City of Melfort Policy 1.6.59.
2. THAT I/we agree to follow all applicable legislation and legal requirements, including but not limited to:
 - The Occupational Health and Safety Regulations, 2020, RRS c S-15.1 Reg 10;
 - The Saskatchewan Human Rights Code, 2018, SS 2018, c S-24.2; and
 - any requirements imposed by contract, including those respecting the manner, retention and destruction of documents.
3. THAT I make this solemn declaration conscientiously believing it to be true.

Dated this _____ day of _____, 20____.

SEAL

Company Name (Print)

Contractor/Manager/Supervisor(Print)

City Clerk

Signature