



# Human Resources

**Policy Title:** Covid-19 Vaccinations

**Policy Number:** HR-H&S-006

**Implemented:** ### ##, 2021

**Revision/Review Date:** N/A

## Policy Statement

The Township supports Public Health measures and is supportive of the direction provided by the Ministry of Health. The Township is also supportive of creating opportunities for staff to have time to attend a vaccine clinic.

## Purpose and Scope

The purpose of this procedure is to clarify the process for supporting the immunization of staff.

This procedure applies to all employees of the Township of Georgian Bluffs, including full-time, part-time, casual, contracted personnel, volunteers; and students. It applies to the initial dose of a vaccine and the administration of any subsequent doses.

Any employees required to be vaccinated through legislation or mandate from the Federal or Provincial government will follow directives under their respective mandate.

## Definitions

**COVID-19** refers to a virus belonging to a large family called coronavirus, which includes the virus that causes the common cold and more severe respiratory diseases. The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.

**Vaccine** is a substance used to stimulate the production of antibodies and provide immunity against specific diseases.

## Policy Requirements

### Employee Immunization

The Township strongly encourages that all employees who are able become vaccinated against COVID-19 as a measure to protect their health and the health of the community.

Employees required to be vaccinated as a result of federal or provincial mandate, directive or legislation must adhere to the requirements outlined within the applicable mandate, directive or legislation.

## **Access to Vaccination Clinics**

Supervisors will ensure continued flexibility in scheduling staff to attend vaccination appointments. All efforts should be made to allow the employee to use time at the beginning or end of their shift day or to extend lunch and break times as operationally feasible with work schedules to attend vaccination clinics.

Employees will obtain approval from their supervisor in advance before attending a clinic during work time.

## **Continued Diligence**

All employees are reminded to continue to practice Public Health measures to control spread regardless of vaccination status.

Employees must adhere to the health and safety protocols at all times while in the workplace, including handwashing, physical distancing where possible, and the use of Personal Protective Equipment as required by their position and task.

## **Records**

If Departments are required to receive vaccination as a result of federal or provincial mandate, legislation or directive, Human Resources will develop a procedure to document and report vaccination as required.

## **Procedures**

### **Supervisors**

- a) Where feasible, support time from regular duties for staff to attend vaccination clinics in accordance with relevant collective agreement language and/or Township Policy.
- b) Follow and comply with any federal or provincial mandates or directives regarding the vaccination of staff.
- c) Continue to enforce workplace precautions that limit the spread of COVID-19 virus.

### **Human Resources**

- a) Ensure that employees are aware of the importance of getting vaccinated against COVID-19.
- b) Provide staff with access to information on COVID-19, health and safety precautions, and on the efficacy of the COVID-19 vaccine.
- c) Assist management with any labour relations and health and safety issues arising from application of this policy including liaising directly with Union leadership.
- d) Provide information and guidance to leaders and employees on COVID-19 immunization as requested.

- e) Develop a procedure to document and report vaccinations as required.
- f) Provide disability management services for staff as required.

### **Employees**

- a) Review provided information and remain informed about COVID-19 and COVID-19 immunization as it relates to your role, personal health and/or professional requirements.
- b) Continue to follow health and safety protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination.
- c) Adhere to any federal or provincial mandates or directives requiring vaccination.
- d) Identify opportunities to obtain COVID-19 vaccination through community clinics or from health care professionals.
- e) If multiple doses of the vaccine are required, ensure subsequent doses are also received.

### **Monitoring and Review**

This policy shall be reviewed on an ongoing basis until all Covid-19 restrictions have been lifted. This review will be performed by the HR Manager in consultation with the CAO.

### **Associated Forms**

N/A