

Corporate Policy and Procedure



Policy	COVID-19 Vaccination Policy
Category	Employee Health, Safety and Wellness
Authority	Human Resources
Related Policies	Workplace Precautions During a Pandemic Policy Procedure – Employee with Probable COVID-19 Procedure – Employee with Positive COVID-19 Test Workplace Employee Screening Protocol Early Safe Return to Work Policy (Draft)
Approved By	
Effective Date	Monday, August-30-2021
Revision Date	Tuesday, August 30, 2022

Policy Statement

In keeping with our corporate values, which include wellness, the Corporation of the City of Guelph (the “City”) is committed to providing a safe working environment for our employees, our customers, and members of the public with whom we interact regularly, by putting in place a program to ensure identified employee groups are fully immunized against COVID-19 or regularly tested for COVID-19. This policy recognizes that those who are unvaccinated or not fully vaccinated pose a 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. This policy aims to achieve full vaccination amongst City staff in critical roles in alignment with provincial directives and within the limits of the Human Rights Code (Ontario).

Purpose

The purpose of the COVID-19 Vaccination Policy is to provide guidelines pertaining to the expectations and requirements of staff, contractors and volunteers with respect to COVID-19 and vaccination.

Scope

This policy applies to all City workers, contractors and volunteers engaging in functions or activities on behalf of the City which, on the advice of public health,

make COVID-19 vaccinations a priority for their own health or that of others with whom they engage on behalf of the City.

The City also reserves the right to amend the scope of this policy as needed, with minimal notice, to meet changing provincial or federal requirements.

Definitions

Fully Immunized

For the purposes of case/contact/outbreak management, an individual is defined as fully immunized ≥ 14 days 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.

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

Procedure

City of Guelph workers who are routinely required to provide direct patient care, and any other worker groups expressly identified by the City, are required to be fully vaccinated/immunized against COVID-19.

All affected workers who are eligible to receive a COVID-19 vaccine must provide one of the following to designated Human Resources personnel:

1. Proof of COVID-19 vaccine administration as per the following requirements:
 - a. If the 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; or,
2. Written proof of a medical reason, provided by a physician, that sets out:
 - a. That the person cannot be vaccinated against COVID-19; the medical reason; and the effective period for the medical reason (i.e., permanent or time-limited).

Workers who are not able to meet the criteria above and those requiring a medical exemption from receiving the vaccination will be required to undertake regular (i.e., at least twice per week for full-time employees) antigen testing or equivalent. Antigen testing will be conducted on a schedule determined by the City, based on the worker shift patterns. Any isolation periods required as a result of a positive test will be unpaid by the City.

Providing Proof of Vaccination

- All affected workers must provide proof of vaccination status. The only acceptable proof of vaccination is the receipt provided by the Ministry of

Health/Public Health, or equivalent out-of-province health body to the person who was vaccinated. Once vaccination status has been verified and documented, the record will be destroyed.

- For workers who have only received the first dose of a two-dose COVID-19 vaccination series, proof must be provided that the first dose was administered and, as soon as reasonably possible (i.e., less than 4 months in all cases), proof of administration of the second dose is to be provided.
 - Workers who have received only one dose, must participate in regular antigen testing until such time as they are considered fully immunized.
 - If at the time a worker who is eligible for the second dose of the vaccine does not receive it, the individual must provide proof of a medical reason for not receiving it.

Medical Exemption for COVID-19 Vaccination

- Medical documentation must be provided by a physician for any worker who claims to have a medical reason for not being vaccinated.
- Medical notes must include whether the medical exemption is permanent or time-limited. If time-limited, the note must include how long it is expected to last.
- Where the medical exemption is time-limited, Human Resources must follow up with the Employee within 30 days of the medical exemption expiring, to obtain proof of vaccination or proof that the individual has completed the educational program outlined below.

Workplace Accommodations

- In recognition of the City's obligations under the Human Rights Code (Ontario) (the "Code"), an individual who presents and substantiates a valid legal justification for exemption on the basis of grounds listed under the Code will be accommodated. Such individuals will be subject to regular testing under this policy, except where they also demonstrate they are unable to participate in regular testing on Code-recognized grounds. In such cases, the City will, where possible, work with the individual to develop and implement an appropriate accommodation. In exceptional cases, where such an accommodation is not possible, the employee will be placed on an unpaid leave to be reviewed at a time interval established by the City.

Confidentiality

- Information relating to an individual's proof of vaccination and/or the reason(s) for not receiving a COVID-19 vaccination will remain in their confidential Human Resources file for the purposes of ensuring the safety of the corporation's employees, contractors and local community in the event of a COVID-19 outbreak.

New Employees must provide the required proof of vaccination to Human Resources prior to commencing their employment, engagement, assignment, or placement into positions where this policy applies. This policy shall form one of the conditions of employment which new employees accept as part of an offer of employment into such positions.

All workers, regardless of vaccination status, continue to be required to self-screen prior to beginning work in accordance with the [Workplace Employee Screening Protocol](#).

Workers who develop symptoms of suspected COVID-19 must follow the guidance laid out in the [Procedure – Employee with Probable COVID-19](#).

Workers who test positive for COVID-19 must follow the guidance laid out in the [Procedure – Employee with Positive COVID-19 Test](#).

The City of Guelph will make every effort to support an individual in obtaining their vaccination.

Employees who fail to comply with this policy may be subject to discipline up to and including termination of employment.

Training

All workers to whom this policy applies will have this policy shared with them on, or as close to, the date of the policy coming into force. All new hires will have the policy shared with them on their first day of employment, or prior to commencement of first shift, where possible. Workers will be required to acknowledge that they have read and understood the policy.

References

[Directive #6 for Public Hospitals](#)

[Human Rights Code \(Ontario\)](#)

[Occupational Health and Safety Act \(Ontario\)](#)

Revision History

Document Owner	Issue / Revised Date	Reason For Changes
Health, Safety and Wellness	August 20, 2021	Initial draft