



Corporate Policy

COVID-19 Vaccination Policy

Department: Human Resources

Approved CAO: October 15, 2021
By-law No. 076-2017

1. Policy Statement

The Town of Orangeville 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 program requiring that employees and volunteers are fully immunized against COVID-19 by December 31st, 2021, unless there is a valid exemption.

The Town of Orangeville 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.

2. Purpose

The Town of Orangeville 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 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 service continuity. This policy aims to achieve full vaccination amongst Town employees and volunteers in alignment with provincial directives and subject to limited exceptions in accordance with the Human Rights Code (Ontario).

Definitions

Fully Vaccinated:

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

Proof of Vaccination:

Documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating individual immunization status against the COVID-19 virus.

Proof of Medical Exemption:

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.

Educational Program:

A program that has been approved by and/or provided by the Town of Orangeville 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.

Participating Individuals or Individual Participants

Includes: (1) all Town of Orangeville 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 Orangeville facilities (“Contractors”).

PCR Test:

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.

Antigen Test:

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](#).

Self-Isolation:

You have no symptoms and 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. You must stay at home and monitor yourself for any specified symptoms for 14 days.

Isolation:

You have symptoms, even if mild, and you have been diagnosed with COVID-19 or are waiting for the results of a lab test for COVID-19. You must stay at home until your Public Health Authority advises you that you are no longer at risk of spreading the virus to others. Avoid contact with other people to help prevent the spread of the disease in your home and community.

3. Scope

This policy applies to all Participating Individuals.

Participating Individuals working in certain Divisions may have obligations in addition to this policy under Division-specific policies regarding COVID-19 vaccination or under regulations, legislation, or guidelines applicable to them. If the requirement under this policy reflects a higher requirement than any directive stipulates for a specific Division, this policy will govern.

All new or rehired Participating Individuals, including returning Town of Orangeville 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 Orangeville.

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

4. Procedure

1. Participating Individual Vaccinations Against COVID-19 and Disclosure

- 1.1. The Town of Orangeville requires that all Participating Individuals who can, be vaccinated against COVID-19 as a measure to protect their health and the health of their co-workers and members of the public.
- 1.2. All medical information regarding vaccination status or accommodations will be treated with the highest confidentiality and will only be used for the purposes of the COVID-19 Vaccination Policy and will meet the workplace Confidential Information requirements.
- 1.3. By October 31st, 2021, all Participating Individuals shall disclose their vaccination status by completing the Vaccination Status Form at <https://assessments.orangeville.ca>.
- 1.4. Participating Individuals who are confirming full vaccination must then upload Proof of Vaccine. If the information cannot be uploaded, please contact Human Resources.
- 1.5. Participating Individuals who are either not vaccinated or who are seeking an exemption must contact Human Resources by October 31st to disclose their intention and discuss next steps.
- 1.6. Participating Individuals who choose not to disclose vaccination status by October 31st, will be assumed to be unvaccinated and subject to the same provisions as an unvaccinated Individual Participant.
- 1.7. All Participating Individuals must be **fully vaccinated** by December 31st, 2021. The first dose of a two-dose series must be completed by November 8th, 2021. The second dose of a two-dose series must be completed by December 16th, 2021. For a single dose vaccine series (i.e., Johnson and Johnson) employees must receive the dose by December 16th, 2021.
- 1.8. For Participating Individuals who are in the process of being vaccinated, Proof of Vaccination for a first dose or single dose vaccine must be submitted by November 15th, 2021. Proof of Vaccination for second doses must be submitted by December 23rd, 2021.

- 1.9. Exemptions will be made in accordance with the Town's Accommodation Policy for grounds protected by the Ontario Human Rights Code which includes confirmed medical reasons, creed and exceptional circumstances.
- 1.10. **Proof of Medical Exemption** must be provided by either a physician or nurse practitioner in the extended class.
- 1.11. The Town of Orangeville will work with Participating Individuals who receive an exemption to develop an appropriate accommodation plan. This may include a plan for future vaccination where the medical exemption is temporary.

2. Mandatory COVID-19 Education

- 2.1. Employees who choose not to be vaccinated or who choose not to disclose their vaccination status must complete an Educational Program approved by the Town by November 8th, 2021, to ensure they are adequately informed about the COVID-19 vaccines and the risks associated with being unvaccinated.
- 2.2. Employees who continue to choose to remain unvaccinated (or who choose not to disclose their vaccination status) must declare, in writing, their intent to remain unvaccinated by November 8th, 2021. A hard copy of the Vaccination Status Form will be made available.

3. Unvaccinated Individual Participants who are eligible to receive a vaccine and do not have a valid exemption

- 3.1. 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.
- 3.2. Unvaccinated Individual Participants shall be required to undergo regular (at least twice per week for full time employees) antigen testing or equivalent on a schedule based around worker shift patterns as outlined by the Town.
- 3.3. The Town of Orangeville will coordinate and/or pay for testing of unvaccinated Employees until December 31st, 2021. Thereafter, testing will be conducted on the Employee's own time and at their own expense. Contractors are required to pay for their own testing on their own time.
- 3.4. 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.
- 3.5. 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

- 3.6 Unvaccinated Individual Participants who are in isolation due to COVID-19 may:
- work from home if approved by their manager,
 - 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

4. Unvaccinated Individual Participants with a valid exemption

- 4.1. 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.
- 4.2. Unvaccinated Individual Participants shall be required to undergo regular (at least twice per week for full time employees) antigen testing or equivalent on a schedule based around worker shift patterns as outlined by the Town.
- 4.3. Testing may be conducted during working hours and the Town will reimburse Town Employees for the expenses incurred as a result of the testing through an Employee Expense Reimbursement Form.
- 4.4. 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.
- 4.5. Unvaccinated Employees with a valid exemption will be treated as vaccinated Employees for the purpose of Public Health isolation requirements and paid benefits.

5. Access to Vaccination Clinics

- 5.1. Reasonable arrangements will be made to allow for Employees to attend COVID-19 vaccination clinics during work time.

6. Continued Adherence to Public Health Measures

- 6.1. 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.

- 6.2. 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.

7. Non-compliance with the COVID19 Vaccination Policy

- 7.1. 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.
- 7.2. 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, collective agreements, and Town of Orangeville policies.

Responsibilities

Individual Participants

- a) follow all health and safety policies and protocols to ensure personal safety and prevent the spread of COVID-19.
- b) declare their COVID-19 Vaccination status and meet the requirements outlined in this policy.
- c) complete any required education or training about COVID-19, including regarding vaccinations and safety protocols; and
- d) Adhere to any federal or Provincial legislation, directives, or mandates requiring vaccination.

Managers/Supervisors

- a) Ensure that Individual Participants attending the workplace are fully vaccinated against COVID-19 or have met the requirements of Section 3 and 4 of this policy.
- b) Declare their COVID-19 Vaccination status and meet the requirements outlined in this policy.
- c) Ensure Individual Participants have submitted proof of their vaccination status or an approved exemption.

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

Human Resources

- a) Collect and store vaccination records in a manner that ensures medical confidentiality is maintained.
- b) Assist supervisors with any employee relations and health and safety issues arising from application of this policy.
- c) Provide information and guidance to supervisors and employees on COVID-19 immunization as required.
- d) Provide disability management services and accommodation support for employees as required.

References and Related Documents

Ontario Human Rights Code

Occupational Health and Safety Act