

THE CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW No. 2021-25

A by-law to adopt the Prince Township COVID-19 Employee  
Vaccination Policy

WHEREAS the Township of Prince (Township) has an obligation under the Occupational Health and Safety Act (OHSA) to take every precaution reasonable in the circumstances for the protection of its workers; and

WHEREAS the Township is committed to promoting vaccinations to ensure the health and safety of all members of its workforce and the community; and

WHEREAS the purpose of this policy is to provide guidelines pertaining to the expectations and requirements of staff with respect to COVID-19 and vaccination and will be applied at all times in accordance with the OHSA, the Ontario Human Rights Code and all other applicable law.

NOW THEREFORE the Council of the Corporation of the Township of Prince enacts as follows:

1. The COVID-19 Employee Vaccination Policy attached hereto as Schedule "A" is hereby adopted.

Read a first, second and third time and passed in open Council this 12 day of October 2021.

  
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Mayor Ken Lamming

  
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Clerk Peggy Greco

**BY-LAW 2021-25  
Schedule A**

2021 10 12

**COVID-19 Employee Vaccination Policy (DRAFT)**

Approved:

Revised:

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**1.0 Purpose**

- 1.1 The Township of Prince (“Township”) has an obligation under the Occupational Health and Safety Act (OHSA) to take every precaution reasonable in the circumstances for the protection of its workers.
- 1.2 To help reduce the risk of COVID-19 transmission, this policy is an important measure that complements other workplace health and safety measures in place including daily health screening, mandatory masking, physical distancing, hand hygiene and enhanced cleaning.
- 1.3 Vaccination is a key element in the protection of Township employees against the hazard of COVID-19. This policy is designed to maximize COVID-19 vaccination rates among Township employees as one of the critical control measures of COVID-19.  
  
The Township is committed to promoting vaccinations to ensure the health and safety of all members of its workforce and the community.
- 1.4 The purpose of this policy is to provide guidelines pertaining to the expectations and requirements of staff with respect to COVID-19 and vaccination and will be applied at all times in accordance with the OHSA, the Ontario Human Rights Code and all other applicable law.

**2.0 Scope**

This policy applies to all Township employees including full-time, part-time, permanent, temporary, casual, volunteers; and students. For the purpose of this policy only, reference to “employees” shall also be read to include volunteers and students.

- 2.1 New employees are required to be fully vaccinated against COVID-19 as a condition of being hired by the Township of Prince.
- 2.2 This policy also applies to contractors or subcontractors of the Township and/or where the contractor or subcontractor works at any of the Township’s workplaces.
- 2.3 This policy is subject to change for reasons including but not limited to the status of the pandemic changes and/or legislation or public health advice changes.

### **3.0 Definitions**

“COVID-19” is the infectious disease caused by SARS-CoV-2.

“Vaccine(s)” refers to a vaccine approved by Health Canada or the World Health Organization for use in Canada in relation to COVID-19.

“Vaccination” refers to the administration of a vaccine(s) to protect individuals from COVID-19. It may include the administration of one or more doses of vaccine.

“Fully vaccinated” means having received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by Health Canada or the World Health Organization; and having received the final dose of the COVID-19 vaccine at least 14 days ago.

“Proof of full vaccination against COVID-19” means the COVID-19 vaccination certificate or receipt issued by the Ontario Ministry of Health or other provincial, territorial or international equivalent confirming that the employee is fully vaccinated.

“Proof of exemption” means that exemptions will be made for not being fully vaccinated against COVID-19 under grounds protected by the Ontario Human Rights Code. Employees are required to provide written proof of their exemption for a reason protected by the Ontario Human Rights Code. Exempted employees may be accommodated as per the Township’s HR Policy 2015-35 and any relevant legislative changes that may come into force addressing exemptions. Medical exemptions can only be provided by Physician or Nurse practitioner.

“Educational Program” means an educational program that has been approved by and/or provided by the Township and addresses the following learning components:

- i. How COVID-19 vaccines work
- ii. Vaccine safety related to the development of the COVID-19 vaccines
- iii. The benefits of vaccination against COVID-19
- iv. The risks of not being vaccinated against COVID-19
- v. Possible side effects of COVID-19 vaccination

### **4.0 Policy**

- 4.1 This Township policy mandates and encourages all employees to be vaccinated against COVID-19 as soon as possible and as recommended by both the provincial and federal governments and public health authorities.
- 4.2 Employees will be allowed up to two (2) hours to be vaccinated during work hours, paid at straight time. Employees are required to show their COVID-19 vaccination receipt, issued by the Ontario Ministry of Health, to be eligible for the two (2) hours.
- 4.3 All Township employees are required to submit a formal attestation and official documents regarding their COVID-19 vaccination status by October 27<sup>th</sup>, 2021.
- 4.4 Where an employee does not provide proof of full vaccination against COVID-19, but instead provides a written proof of exemption, the employee shall be considered unvaccinated and:

- i. Submit to regular rapid antigen testing for COVID-19 every seven (7) days. The Township will reimburse the employee for the cost of the testing for a period of six (6) weeks after the implementation date of this policy; and
  - ii. Provide verification of the negative test result in a manner that enables the Township to confirm the result at its discretion.
  - iii. If a positive test is returned the normal call-in procedure and applicable advice will be triggered.
- 4.5 Where an employee does not provide proof of full vaccination against COVID-19 or provide a written proof of exemption the employee shall be considered unvaccinated and:
  - i. Complete a COVID-19 vaccination educational program; and
  - ii. Submit to regular rapid antigen testing for COVID-19 every seven (7) days. The Township will reimburse the employee for the cost of the testing for a period of six (6) weeks after the implementation date of this policy; and
  - iii. Provide verification of the negative test result in a manner that enables Township to confirm the result at its discretion.
- 4.6 Where an employee has received one (1) dose of the COVID-19 vaccine and has not yet received their scheduled second, the employee shall be considered partially vaccinated and:
  - i. Submit to regular rapid antigen testing for COVID-19 every seven (7) days. The Township will reimburse the employee for the cost of the testing for a period of six (6) weeks after the implementation date of this policy.
  - ii. Provide verification of the negative test result in a manner that enables the Township to confirm the result at its discretion; and
  - iii. Continue to submit to regular rapid antigen testing for COVID-19 until 14 days following the administration of the second dose, at which time the employee will be considered fully vaccinated.
  - iv. Provide proof of second dose to be considered fully vaccinated (14 days from second dose)
- 4.7 Inactive employees who are on a leave of absence are not required to comply with Sec.4.3 to 4.6 so long as they remain on a leave of absence. Employees must comply with this policy before returning from leave.

## **5.0 Accommodation**

- 5.1 Employees requiring any Ontario Human Rights Code accommodations under this policy may request accommodations by advising their supervisor and the Township's Return to Work Coordinator in accordance with HR Policy 2015-35

- 5.2 The Township shall require medical support to substantiate and/or clarify the accommodation required as per HR Policy 2015-35 (Guidelines for Accommodating Employees with Disabilities).
- 5.3 The Township will work with the employee to develop and implement an appropriate accommodation plan to the point of undue hardship

**6.0 Confidentiality**

- 6.1 Information relating to an employee's proof of vaccination and/or the reason(s) for not receiving a COVID-19 vaccination will remain in the employee's confidential Human Resources file and will not be disclosed unless in compliance with a Court Order, a Health Unit's Directive, the OHSA and the Personal Health Information Protection Act.

**7.0 Non Compliance**

- 7.1 In accordance with Township Human Resources policies, collective agreements and applicable legislation, directives, and policies, any non-compliance with this policy will result in a meeting with the employee, including their Union representative if applicable. Non-compliance may result in corrective and/or disciplinary action reasonable in the circumstances up to and including discharge.