

Town of Eatonia Statement of Policy and Procedure			
Subject:	COVID-19 Vaccination Policy	Policy No:	21
Date of Council Approval:	December 14, 2021	Resolution No.	13/12/21

**1. Policy Statement:**

The Town of Eatonia is committed to the health and safety of its work places and to protecting its employees and council from the hazards of COVID-19

This commitment includes the responsibility to implement the necessary measures to protect employees and council. *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations, 2020* also require the Town of Eatonia to take reasonable precautions to maintain a safe working environment. This duty includes taking reasonable and justifiable measures to protect employees and Member of Council from the spread of COVID-19 in the workplace.

**2. Purpose:**

The purpose of the Proof of COVID-19 Vaccination Policy (the “**Policy**”) is to reduce the risks of COVID-19 in the workplace and to provide a safe environment for employees and members of council.

COVID-19 is a highly contagious disease. It is critical that Town of Eatonia use all available tools at its disposal to ensure that its workplaces are as safe as possible. In that regard, federal and provincial health authorities have indicated that the COVID-19 vaccines approved for use in Canada are, in combinations with health and safety precautions, safe and effective ways to reduce the chances of acquiring and spreading COVID-19 in the workplace and to reduce the chances of individuals experiencing negative health outcomes should they contract COVID-19. Individuals who are not vaccinated thus pose a greater risk to their personal health and safety and to the health and safety of those around them.

Because COVID-19 vaccines reduce these risks, the Town of Eatonia encourages all employees and Member of Council– other than any for whom it is not medically recommended – to obtain COVID-19 vaccinations at their first opportunity.

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.

### 3. Scope:

This policy applies to all Town of Eatonia Members of Council and employees including summer student workers and staff employed by the Eatonia Recreation Board such as the Recreation Director and swimming pool staff.

### 4. Definitions:

#### 4.1 For the purposes of this Policy:

- a) **“Administrator”** means the person appointed as Administrator pursuant to Section 110 of *The Municipalities Act*.
- b) **“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 COVID-19 Vaccine/Pfizer BioNTech Comirnaty® COVID-19 Vaccine;
  - ii) Moderna COVID-19 Vaccine/Moderna Spikevax® COVID-19 Vaccine;
  - iii) AstraZeneca COVISHIELD COVID-19 Vaccine/AstraZeneca Vaxzeria® COVID-19 Vaccine; or
  - iv) Janssen (Johnson & Johnson) COVID-19 Vaccine.
- c) **“Employee”** shall mean all full-time, part-time, seasonal and casual Town of Eatonia and Eatonia and District Recreation Board employees including administration, public works, museum, lifeguards and playground program supervisors.
- d) **“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; or
  - 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.
- e) **“Member of Council”** means the Mayor or a Councillor.
- f) **“Second Dose”** means the second dose of a dual course COVID-19 immunization series approved for use in Canada.
- g) **“Single Dose”** means the first dose of a single course COVID-19 immunization series approved for use in Canada.
- h) **“Town”** shall mean the Town of Eatonia.

## **5. Policy**

- 5.1 Subject to the provisions of this Policy, each employee and member of council shall:
- a) Between December 15, 2021 and January 31, 2022:
    - i) Provide confirmation that the employee or member of council is fully vaccinated pursuant to s. 6.1; or
    - ii) Submit proof of negative COVID-19 test results in accordance with ss. 7.1 – 7.4 of this Policy; and
  - b) by 9:00 a.m. on February 1, 2022, provide confirmation that the employee or member of council is fully vaccinated pursuant to s. 6.1.
- 5.2 All employees will be paid for time taken to receive 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 employees are to work with their supervisors to schedule appropriate times for a vaccination appointment to comply with this Policy.

## **6. Proof of Vaccination**

- 6.1 Each employee and member of council may confirm they are fully vaccinated for the purpose of s. 5.1 by showing one of the following to the Administrator:
- a) a copy of a government issued vaccination card or vaccination certificate;
  - b) evidence of a government issued digital immunization record (including from a government website such as eHealth Saskatchewan); or
  - c) a copy of a government confirmation of vaccination status.

## **7. COVID-19 Testing**

- 7.1 In furtherance of s. 5.1 (a)(ii), employees who are not fully vaccinated as of January 31, 2022, will be required to provide a verified, negative COVID-19 test result to the Administrator using a lab approved by the Government of Saskatchewan offering testing services. The test results are to be submitted by 9:00 a.m. Monday and Thursday of each week prior to attending the workplace for the employee's scheduled shift. Such testing shall be at the expense of the employee. At home self-tests are only to be used as a screening tool and will not be accepted as proof of negative COVID-19 test result.
- 7.2 Also in furtherance of s. 5.1 (a)(ii), members of council who are not fully vaccinated as of January 31, 2022, will be required to provide a verified, negative COVID-19 test result to the Administrator using a lab approved by the Government of Saskatchewan offering testing services. The test results are to be submitted no later than 48 hours prior to attending the monthly council meetings or a special council meeting. Such testing shall be at the expense of the member of council. At home self-tests are only to be used as a screening tool and will not be accepted as proof of negative COVID-19 test result.
- 7.3 For clarity, each employee and member of council must obtain a verified, negative COVID-19 test result from a lab offering testing services no earlier than 48 hours prior to providing said result to the Town of Eatonia pursuant to s. 7.1 and 7.2.

7.4 If an employee or member of council who is required to submit a COVID-19 testing under this Policy receives a positive test result, that employee and member of council will be asked to remain away from the workplace and town office, report the result to the Town of Eatonia and to consult the appropriate provincial health authority for next steps.

7.5 The Town of Eatonia's existing COVID-19 protocols will continue to be followed to communicate a positive COVID-19 case and identify close contacts.

## **8. Continued Compliance with Health and Safety Measures**

8.1 Employees and member of council must continue to adhere to all applicable laws related to COVID-19, including but not limited to public health orders issued pursuant to *The Public Health Act, 1994* and *The Disease Control Regulations*.

8.2 All employees and member of council must continue to adhere to all applicable policies, procedures and directions of the Town of Eatonia related to COVID-19 including but not limited to using and maintaining personal protective equipment, wearing appropriate masks and maintaining physical distancing as required.

8.3 All employees and member of council shall comply with any and all applicable policies, procedures and directions related to COVID-19 implemented by third parties when attending on or interacting with third parties or utilizing third party services for employment purposes. This includes activities such as business travel and attendance at conferences.

8.4 Employees and member of council must not enter into any town owned buildings if they have any symptoms of COVID-19. For clarity, this includes employees and members of council who have provided Proof of Full Vaccination.

## **9. Failure to Comply**

9.1 Employees who refuse to comply with the requirements of this Policy will not be permitted in the workplace and placed on an Unpaid Leave of Absence for the length of time required to become fully vaccinated. He/she may also be subject to consequences, which may include disciplinary action up to and including termination of employment.

9.2 Any member of council who refuses to comply with the requirements of this Policy will be dealt with under the Code of Ethics Bylaw as per the Oath of Office signed by the member of council.

## **10. Collection of Information and Privacy Considerations**

10.1 All information gathered as part of this Policy shall be handled by the Administrator.

- 10.2 All personal information will be collected, used, disclosed, retained and safeguarded in accordance with the Town of Eatonia's applicable policies and in compliance with applicable privacy legislation. For greater certainty, confirmation that an employee and member of council is fully vaccinated, test results or other personal information collected by the Town of Eatonia pursuant to this Policy will be limited to the extent reasonably practicable and will only be used for the purposes of verifying compliance with this Policy and determining and implementing the applicable consequences in the event of the employee's and member of council's failure to comply.
- 10.3 The personal information, including personal health information, collected pursuant to the Policy will not be retained as part of the employee's personnel record or member of council's personal file with the Town of Eatonia. All information relating to the employee's and member of council's receipt of a COVID-19 vaccination and/or an employee's or member of council's COVID-19 test results will be maintained by the Town of Eatonia in a secure and confidential manner.
- 10.4 All information collected by the Town of Eatonia pursuant to this Policy will be destroyed:
- a) Once the COVID-19 pandemic is deemed to have ended; or
  - b) Once the Town of Eatonia determines that the information is no longer necessary for the purpose of ensuring workplace safety.
- 10.5 Any questions or concerns related to the collection, use, disclosure, or retention of personal information and personal health information pursuant to this Policy should be directed to the Administrator.

## **11. Accommodation**

- 11.1 The Town of Eatonia is committed to fulfilling its obligations under *The Saskatchewan Human Rights Code*. Employees and members of council requiring accommodation for grounds protected by *The Human Rights Code* under the Policy may request accommodation by advising the Town of Eatonia of the need for accommodation and providing any related documentation (e.g. medical documentation) by January 31, 2022.