

**TOWN OF HANLEY**  
**243/21**

**EMPLOYEE PROOF OF COVID-19 VACCINATION POLICY**

**Scope and Purpose**

The Town of Hanley is committed to the health and safety of its workplaces and to protecting its employees from the hazards of COVID-19.

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

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. COVID-19 is a highly contagious communicable disease. It is critical that Town of Hanley 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 combination 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 Hanley encourages all employees – 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.

**1. Applicability**

1.1 This Policy applies to all employees of **Town of Hanley** (individually, the “**Person**” and collectively, the “**Personnel**”).

**2. Definitions**

2.1 For the purposes of this Policy:

- a. “**Authorized Testing Device**” means a Health Canada Authorized COVID-19 testing device.
  - i. a Polymerase Chain Reaction (PCR) test for SARS-CoV-2;
  - ii. any other test for SARS-CoV-2 approved by the Minister of Health;

- 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 Vaxzevria® COVID-19 Vaccine; or
  - iv. Janssen (Johnson & Johnson) COVID-19 Vaccine.
- c. **“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.
- d. **“Second Dose”** means the second dose of a dual course COVID-19 immunization series approved for use in Canada.
- e. **“Single Dose”** means the first dose of a single course COVID-19 immunization series approved for use in Canada.

### 3. Policy

3.1 Subject to the provisions of this Policy, each Person shall:

- a. between November 15, 2021 and December 30, 2021:
  - i. provide confirmation that the Person is Fully Vaccinated pursuant to s. 4.1; or
  - ii. submit proof of negative COVID-19 test results in accordance with ss. 5.1 – 5.4 of this Policy; and

- b. by 8:00 a.m. on December 30, 2021, provide confirmation that the Person is Fully Vaccinated pursuant to s. 4.1.

3.2 All Personnel 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 Personnel are to work with their managers or supervisors to schedule appropriate times for a vaccination appointment to comply with this Policy.

#### **4. Proof of Vaccination**

4.1 Each Person may confirm they are Fully Vaccinated for the purposes of ss. 3.1(a) and (b) by showing one of the following to the designated individual:

- a. 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 email confirmation of vaccination status.

#### **5. COVID-19 Testing**

5.1 In furtherance of s. 3.1(a)(ii), each Person who does not provide confirmation they are Fully Vaccinated between November 15, 2021 and December 30, 2021, shall provide a negative COVID-19 test result to the Chief Administrative Officer or Administrative Assistant using an Authorized Testing Device to **Town of Hanley** by 9:00 a.m. each Monday and Wednesday during that period.

5.2 For clarity, each Person must obtain a negative COVID-19 test result using an Authorized Testing Device no earlier than 48 hours prior to providing said result to **Town of Hanley** pursuant to s. 5.1.

5.3 If a Person who is required to submit to COVID-19 testing under this Policy receives a positive test result, that Person will be asked to remain away from the workplace, report the result to **Town of Hanley** and to consult the appropriate provincial health authority for next steps.

5.4 **Town of Hanley's** existing COVID-19 protocols will continue to be followed to communicate a positive COVID-19 case and identify close contacts.

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

6.1 Personnel 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*.

- 6.2 All Personnel must continue to adhere to all applicable policies, procedures and directions of **Town of Hanley** related to COVID-19 including but not limited to using and maintaining personal protective equipment, wearing appropriate masks and maintaining physical distancing as required.
- 6.3 All Personnel 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.
- 6.4 Personnel must not attend the workplace if they have any symptom of COVID-19. For clarity, this includes Personnel who have provided Proof of Full Vaccination.

## **7. Failure to Comply**

- 7.1 Personnel who refuse to comply with the requirements of this Policy will not be permitted in the workplace and may be subject to consequences, which may include disciplinary action up to and including termination of employment.

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

- 8.1 All information gathered as part of this Policy shall be handled by the Chief Administrative Officer who will store the confidential information by hard copy in an appropriate temporary file folder labelled "Proof of Vaccination or Negative Test". The information may be provided by electronic mail to be printed at the Town Office for storage.
- 8.2 All personal information will be collected, used, disclosed, retained and safeguarded in accordance with **Town of Hanley** applicable policies and in compliance with applicable privacy legislation. For greater certainty, confirmation that a Person is Fully Vaccinated, test results or other personal information collected by **Town of Hanley** 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 Personnel's failure to comply.
- 8.3 The personal information, including personal health information, collected pursuant to the Policy will not be retained as part of the subject Person's personnel record with the **Town of Hanley**. All information relating to a Person's receipt of a COVID-19 Vaccination and/or a Person's COVID-19 test results will be maintained by the **Town of Hanley** in a secure and confidential manner.
- 8.4 All information collected by the **Town of Hanley** pursuant to this Policy will be destroyed:
- a. once the COVID-19 pandemic is deemed to have ended; or
  - b. once the Town of Hanley determines that the information is no longer necessary for the purpose of ensuring workplace safety.

8.5 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 Chief Administrative Officer

## **9. Accommodation**

9.1 The **Town of Hanley** is committed to fulfilling its obligations under *The Saskatchewan Human Rights Code*. Personnel requiring accommodation for grounds protected by *The Human Rights Code* under the Policy may request accommodation by advising **Town of Hanley** of the need for accommodation and providing any related documentation (e.g. medical documentation) by **December 30, 2021**.