



CITY OF CORNER BROOK

Policy & Procedure

Index	Human Resources		Section	Health and Safety		
Title	COVID-19 Vaccination Policy		Policy Number	10-07-06	Authority	Council
Approval Date	November 13, 2021	Effective Date	November 13, 2021	Revision Date		

Purpose:

In maintaining its commitment to the health and safety of all employees, the City of Corner Brook shall provide a workplace that safeguards employees, council, volunteers, and the community as a whole. City of Corner Brook employees work in an environment where social distancing is often difficult to maintain and public interaction is a regular occurrence.

Employees working in certain divisions may have obligations in addition to, or outside of the timelines included herein this policy, under division-specific policies regarding COVID-19 vaccination or under regulations, legislation or guidelines applicable to them.

Policy Statement:

The health and safety of City employees is a priority. The City of Corner Brook is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19. Vaccination is a key element in the protection of City employees against the hazard of COVID-19. This Policy is designed to maximize COVID-19 vaccination rates among City employees as one of the critical control measures for the hazard of COVID-19. Effective Friday, December 31, 2021, City employees, members of Council, Students, Volunteers, and On-site Vendors, Suppliers, Consultants and Contractors are required to be vaccinated against COVID-19 in order to attend the workplace.

This policy is temporary; however, will remain in effect as long as it's required to ensure the health and safety of employees and other third parties. The policy may be revoked at any time that the City deems it is safe to do so based on public health advice and only once the risks of COVID-19 have subsided.

Definitions:

Accommodation

Any change in the working environment that allows a person with a disability or limitation to properly carry out their job duties. This includes changes to physical workspace, adaptations to the equipment or tools used, change in work hours, change in responsibilities or duties, or job sharing.

Accommodations can be temporary, periodic, or long term depending on the employee's medical condition. All accommodations must be supported with appropriate medical documentation.

Employee

Any individual working for, or receiving compensation from, the City of Corner Brook; including those in part-time, seasonal or contractual positions.

This definition also applies to any work term student and/or student undergoing on the job training with the City, whether they are in receipt of remuneration or not.

Exemption

Exemptions will be considered for individuals that cannot get a COVID-19 vaccine due to specific medical reasons. The College of Physicians and Surgeons of Newfoundland and Labrador (the medical regulator in NL) has outlined the few acceptable medical exemptions to the COVID-19 vaccination as follows: 1. An allergist/immunologist-confirmed severe allergy or anaphylactic reaction to a previous dose of COVID-19 vaccine or to any of its components that cannot be mitigated; and, 2. A diagnosed episode of myocarditis/pericarditis after receipt of an mRNA vaccine.

A request for a vaccination exemption may be accommodated if the employee cannot be vaccinated for medically supported reasons.

Fully Vaccinated

A person is considered fully vaccinated when at least two weeks have passed since an individual's second dose of COVID-19 vaccine or first dose where an individual has received a one-dose COVID-19 vaccine.

Medical Documentation

Documentation outlining medical reason(s) for not being fully vaccinated against COVID-19 provided by an appropriate health care provider, in line with guidance from the College of Physicians and Surgeons of Newfoundland and Labrador.

New Employee

New employees will be advised of this policy when an offer of employment is made and must be fully vaccinated at the time of their employment start date. In the event that the candidate fails to comply with the vaccination requirement and are not approved for a policy exemption, the job offer will be revoked.

Unvaccinated Individual

Any individual who has not received any dose of COVID-19 vaccine and includes individuals who have received only one dose of a COVID-19 vaccine, where the vaccine consists of two doses.

Vaccine or Vaccination

Recognized COVID-19 vaccine intended to provide acquired immunity against severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), the virus that causes coronavirus disease 2019 (COVID-19). Vaccines recognized by the City of Corner Brook are those approved by the World Health Organization (WHO) and/or Health Canada.

Workplace

A workplace refers to any indoor or enclosed space in which employees perform the duties of their employment, and includes any adjacent corridor, lobby, stairwell, elevator, lunchroom, washroom, company vehicle, or other common area frequented by such employees while they are at work. Workplace examples include, but are not limited to Public Works Depot and Garage, Storage Buildings, Fire Hall, City Hall, Water Treatment Plant, Civic Centre, Margaret Bowater Park, PRV stations, City owned vehicles, and any grounds associated with these workplaces.

For the purpose of this policy and definition an employee's home/place of residence is not considered a workplace.

DETAILED ACTION REQUIRED

Responsibilities:

All levels of management are responsible for the administration of this policy.

Mayor, Deputy Mayor, and Council (or its designated committee) will:

- Review, amend, and adopt changes to this policy; and,
- Adhere to this policy

The City Manager will:

- Bring recommended changes of this policy forward to Council for consideration and approval;
- Adhere to this policy;
- Address any breaches of this policy; and,
- Ensure disciplinary action is imposed for contraventions of this policy

The Directors will:

- Recommend to the City Manager changes to this policy;
- Adhere to this policy;
- Address any breaches of this policy; and,
- Ensure disciplinary action is imposed for contraventions of this policy

The Human Resources Manager will:

- Adhere to this policy;
- Ensure declaration forms are received and filed in accordance with appropriate deadlines;
- Maintain an accurate record of vaccine verification; and,
- Destroy declaration forms in accordance with this policy.

Managers & Supervisors

- Adhere to this policy;
- Ensure employees complete any required education and/or training regarding the COVID-19 vaccination policy; and,
- Ensure employees are not entering the workplace if they are not permitted to do so in accordance with this policy.

Employees

- Follow all health and safety protocols and policies; and,
- Complete any required education, training and or documentation regarding the COVID-19 vaccination policy.

Procedures

Vaccine Requirement

Employees and Council must provide proof of full COVID-19 vaccine or to obtain an approved exemption on or before December 31, 2021. After December 31, 2021, employees who have not provided proof of full vaccination, and who have not been granted an exemption, will be deemed as non-compliant. Non-compliance is covered below.

Employees and members of council will be required to present their QR code and one piece of photo identification for verification. The QR code will be scanned by the NLVaxVerify app which can only read:

1. Your name
2. If you are fully vaccinated or have an approved medical exemption

NLVaxVerify does not store any personal information about you or your COVID-19 vaccination record.

The City will **NOT** keep a copy of your QR code on file; however, a record will be created and stored on file to acknowledge that your QR code was verified.

Privacy

The proof of vaccination compliance form will remain with the Human Resources division. This compliance form will remain on file until such a time as it is a) requires updating and/or b) is no longer required. Personal information such as date of vaccination, vaccination type, MCP number, etc. will not be recorded nor kept on file.

Paper copies of vaccination records will be accepted as proof of vaccination; however, due to privacy reasons is not the preferred method of vaccine confirmation. If a paper copy is presented as proof the employer will verify the information and complete the vaccination compliance form. The vaccination record is to remain with the employee and the employer will not take a copy to confirm vaccination status.

Support for Vaccinations

The City supports employees in obtaining their COVID-19 vaccination. If operationally feasible and with the permission of their immediate supervisor, City employees can be released on work time to be vaccinated while on-duty, without loss of compensation or the requirement to use banked time, to a maximum of four hours.

Compliance

Unless a legislated or regulatory exemption applies, all City employees and members of council are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (example: daily screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in City business.

Employees and members of council who remain unvaccinated due to substantiated accommodation may be required to take additional infection and prevention control measures.

Employees and members of council who are not compliant with this policy, or who are found to have submitted fraudulent proof of vaccination, fraudulent documentation supporting an accommodation, or any fraudulent COVID-19 related documentation/information may be subject to discipline, and/or non-disciplinary suspension, unpaid leave of absence, prohibition from attending the workplace and/or work related events.

Other individuals who contravene this policy (volunteers, contractors, etc.) may be banned from City facilities and/or property at the discretion and duration as determined by the City.

Reference:

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.

[REDACTED]
MAYOR [REDACTED]

[REDACTED]
CITY CLERK