



MANDATORY COVID-19 VACCINATION POLICY

Policy Number: P-HR-17

Originating Department: Human Resources

Approved By: Council

Date of Approval: October 25, 2021

1. Policy Statement:

The City of Charlottetown is committed to providing a safe and healthy work environment for all Employees, and assurance for the public who may come into contact with the City's Employees, that its Employees are fully vaccinated or are otherwise subject to regular testing pursuant to this Policy.

This Policy sets forth the requirements and expectations regarding COVID-19 vaccinations for all City of Charlottetown Employees, Members of Council, Volunteer Firefighters, other volunteers, students, or other persons working in or out of City facilities, collectively referred to as "Employees" in this Policy.

2. Scope:

This Policy applies to all Employees, Members of Council, Volunteer Firefighters, other volunteers, students, or other persons, working in or out of City facilities.

3. Definitions:

- a) **"Accommodation"** means any adjustment in the terms and conditions of employment or the physical environment, which may be required as a result of an Employee's substantiated *Human Rights Act* entitlement, whether permanent or temporary;
- b) **"Employer"** means the City of Charlottetown;
- c) **"Facility"** includes any building, structure, vehicle or indoor area or outdoor area where an Employee of the City attends and/or performs work;
- d) **"Fully vaccinated"** means having received all the doses required for a COVID-19 vaccine, as approved by the World Health Organization or Government of Canada (two doses of a two-dose vaccine and one dose of a one dose vaccine, and any subsequent booster vaccines), at least fourteen (14) days from the date of the last required dose of vaccine.

4. Responsibilities:

- 4.1 The Chief Administrative Officer and delegates are responsible for the operation of this Policy.
- 4.2 Managers and supervisors are expected to lead by example and ensure that Employees under their direction or supervision are aware of and following the requirements of this Policy, occupational health and safety protocols and all Chief Public Health Officer Orders.
- 4.3 The Human Resources Services Officer and the Human Resources Executive Assistant, under the direction of the Manager of Human Resources, are responsible for receiving up to date vaccination records from Employees and placing these records in a secure file. The Manager of Human Resources will maintain vaccination disclosure information and all information collected from Employees pursuant to this Policy, in accordance with applicable privacy legislation. This information will only be used to the extent necessary for the implementation of this Policy, for developing and administering health and safety protocols and infection and prevention control measures in the workplace.

5. Guidelines:

- 5.1 Employees must adhere to all Chief Public Health Officer orders and guidelines and Employer issued directives regarding the ongoing safety and health of City Employees and the public in the performance of their ongoing duties.
- 5.2 **All Employees of the City of Charlottetown are required to be fully vaccinated on or before November 30, 2021**, subject only to those who provide proof satisfactory to the City that they qualify for an accommodation from this requirement and are granted an accommodation by the City, as outlined in this Policy.
- 5.3 **All Employees must provide proof of their current vaccination status on or before November 30, 2021**, by providing to the Human Resources Services Officer or the Human Resources Executive Assistant their proof of vaccination as issued by the Government of Prince Edward Island, or other proof of vaccination in a form satisfactory to the Employer.
- 5.4 Employees are required to update their vaccination status, as may be required by the Employer to establish ongoing full vaccination.
- 5.5 The Prince Edward Island *Human Rights Act* provides limited grounds for an Employee exemption from mandatory vaccination requirements. An employee who claims such an exemption must provide written proof in a form satisfactory to the City of such entitlement (for example, in the case of a medical accommodation, medical documentation from a physician, which sets forth the accommodation required, the

clinically confirmed reason/condition for not being fully vaccinated and the time frame required for the accommodation). Philosophical or political objections to the COVID-19 vaccine will not be accepted. The City reserves the right to request further or other documentation to establish entitlement to an accommodation under the *Human Rights Act*.

5.6 Accommodation requests received by the Employer will be processed in accordance with the Employer's obligations pursuant to the *Human Rights Act*. Accommodations that are approved will include the ongoing requirement to wear personal protective equipment, including masks, at all times in the workplace, COVID-19 testing, both as set out below; and may require other measures such as relocation and restriction on worksite mobility.

5.7 The Employer will make best efforts, subject to operational requirements, to allow Employees to attend appointments to receive their COVID-19 vaccinations during regular working hours. Time away from the workplace to receive a COVID-19 vaccine, will be granted at the discretion of the Department Manager.

6. Alternative Arrangements for Employees Who Have been granted an Accommodation or Who are in the Process of Becoming Fully Vaccinated

6.1 Employees of the City of Charlottetown who have not yet become fully vaccinated but intend to become fully vaccinated and provide proof of scheduled appointment(s) to become fully vaccinated, or those who will not be vaccinated but have been granted an accommodation pursuant to this Policy, must comply with the following alternative arrangements:

- a) The Employee must provide the City of Charlottetown's Health and Safety Officer with a negative COVID-19 test from a Provincial Government testing facility once weekly or at seven-day intervals, and at any other times as may be required by the Employer, which will not be more than three (3) times per week. The test must be taken and the results delivered outside of the Employee's regular hours of work.
- b) The Employee must wear a properly fitting non-medical mask at all times while carrying out work at any City of Charlottetown facility or worksite.
- c) The Employee must observe, at all times, any and all Public Health measures as directed or ordered by the Prince Edward Island's Chief Public Health Officer, and such other measures as the Employer may advise.

6.2 An Employee who has indicated that they intend to become fully vaccinated, but who does not become fully vaccinated in accordance with the schedule of vaccinations provided, may be subject to discipline up to and including termination of employment.

7. Non-Compliance:

Employees who do not comply with this Policy, including Employees who provide false or misleading information to the Employer regarding their vaccination status or progress toward vaccination, may be subject to discipline, up to and including dismissal.

8. Review:

This policy is subject to review as guidance from the Chief Public Health Officer of Prince Edward Island, occupational health and safety protocols and public health information continues to evolve. As such, this policy will be reviewed regularly and updated as warranted.