

Mandatory Vaccination Policy

1.0 Policy Statement

The City has legislative obligations to ensure the health, safety and welfare of its employees and elected officials, and to carry out its functions in a way that reasonably ensures City employees are not exposed to health hazards while working. The City of Mount Pearl is committed to upholding and taking all reasonable steps to meet these obligations.

Public health guidance has indicated that vaccination is a key element in the protection of individuals against the hazard of COVID-19. To ensure the continued safety of City employees, members of Council, and the community and to maximize COVID-19 vaccination rates among City employees, effective December 17, 2021, all City employees, members of Council, students, volunteers, individuals entering a workplace or City facility for a meeting or event purpose, and on-site vendors, suppliers, consultants, stakeholders, and contractors are required to be fully vaccinated against COVID-19, or have an approved medical exemption, to report for work, enter the workplace, or enter any City facilities for a work purpose. Additionally, City employees, members of Council, students, volunteers, individuals entering a workplace or City facility for a meeting or event purpose, and on-site vendors, suppliers, consultants, stakeholders, and contractors have until December 17, 2021, to provide proof of vaccination to the City's Division of Human Resources. After December 17, 2021, any City employees, members of Council, students, volunteers, individuals entering a workplace or City facility for a meeting or event purpose, or on-site vendors, suppliers, consultants, stakeholders, and contractors who have not provided proof of vaccination are deemed non-compliant.

2.0 Scope

This policy applies to all City employees, members of Council, students, volunteers, individuals entering a workplace or City facility for a meeting or event purpose, and on-site vendors, suppliers, consultants, stakeholders, and contractors.

This policy shall remain in effect until the impacts of COVID-19 no longer present a risk to the health and safety of City employees at the discretion of the Chief Administrative Officer (CAO).

3.0 Purpose

Given that City employees work in environments where social distancing may be difficult to maintain and where public interaction is a regular occurrence, this policy provides protection to the health and safety of City employees and the community against the COVID-19 pandemic.

4.0 Definitions

4.1 City: means the City of Mount Pearl

4.2 Council: includes the City's Mayor, Deputy Mayor, and all elected Councillors.

4.3 Employee: means any individual employed by, to be employed by, working for, or receiving compensation from, the City of Mount Pearl; including those in part-time, seasonal, call-in, or contractual positions.

This definition also includes any work term student and/or student undergoing on the job training with the City, or any other individual performing tasks or duties for the City whether they are in receipt of remuneration or not.

This definition also includes any individual who is working from home or whose position may allow the ability to work from home.

4.4 Fully vaccinated: when at least two weeks has passed since the final dose of a Health Canada approved COVID-19 vaccine listed below:

- Pfizer-BioNTech, Moderna, and AstraZeneca/COVISHIELD vaccines (two (2) dose vaccines).
- Janssen vaccine (one (1) dose vaccine).

Fully vaccinated can also mean having received one or two doses of a non-Health Canada approved COVID-19 vaccine, followed by one dose of an mRNA vaccine (Pfizer-BioNTech or Moderna), and having at least two weeks pass since the mRNA dose.

For the purpose of this policy, the definition of fully vaccinated will adapt to continue to be reflective of Health Canada guidance and requirements for COVID-19 vaccinations.

4.5 Medical exemption: means having had 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; or having had a diagnosed episode of myocarditis/pericarditis after receipt of a COVID-19 mRNA vaccine, as demonstrated through medical documentation or a provincially issued QR Code.

- 4.6 Medical documentation:** means documentation outlining the 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.
- 4.7 Proof of Vaccination:** a QR Code, a paper or digital COVID-19 vaccination record, or other such documentation as required by the City's Division of Human Resources, indicating or confirming that the presenting individual is fully vaccinated or has an approved medical exemption.
- 4.8 QR Code:** means the QR Code issued by the provincial government of Newfoundland and Labrador corresponding to and containing the presenting individual's COVID-19 vaccination record.
- 4.9 Workplace:** any place indoors or outdoors in which an employee(s) or members of Council performs the duties of their employment, and includes any adjacent corridor, lobby, stairwell, elevator, lunchroom, washroom, company vehicle, or other common area frequented by employees while they are at work. Workplace examples include but are not limited to the City vehicles, City machinery, City fleet, City-owned facilities, and any grounds associated with these workplaces.

5.0 Requirements & Responsibilities

All City employees, members of Council, students, volunteers, individuals entering a workplace or City facility for a meeting or event purpose, and on-site vendors, suppliers, consultants, stakeholders, and contractors must comply with this policy.

In addition to the requirements and responsibilities contained in this policy, all City employees, members of Council students, volunteers, individuals entering a workplace or City facility for a meeting or event purpose, and on-site vendors, suppliers, consultants, stakeholders, and contractors must continue to comply with all applicable health and safety policies, and public health guidance to reduce the risks of COVID-19. This includes but is not limited to screening, wearing a mask or face covering, using PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in City business.

5.1 Council

5.1.1 Council shall review, amend and/or adopt any changes to this policy.

5.1.2 Council members must provide their photo identification and proof of vaccination to the City's Division of Human Resources in accordance with this policy.

5.2 Employees

5.2.1 Employees must provide their photo identification and proof of vaccination to the City's Division of Human Resources in accordance with this policy.

5.2.2 New employees will be advised of this policy when an offer of employment is made and must provide their proof of vaccination to the City's Division of Human Resources at the time of their employment start date. If the candidate fails to comply with these terms, the job offer will be revoked.

5.2.3 Employees must bring any actual or suspected violations or matters of non-compliance with this policy to the attention of their Manager or the City's Manager of Human Resources.

5.3 Managers

5.3.1 Managers must ensure their employees complete any required education and/or training regarding this policy.

5.3.2 Managers must ensure their employees are not reporting to work, entering the workplace, or entering any City facility for a work purpose if they are not permitted to do so in accordance with this policy.

5.3.3 Managers must bring any actual or suspected violations or matters of non-compliance with this policy to the attention of their Director or the Manager of Human Resources.

5.4 Directors

5.4.1 Directors must ensure their employees complete any required education and/or training regarding this policy.

5.4.2 Directors must ensure their employees are not reporting to work, entering the workplace, or entering any City facility for a work purpose if they are not permitted to do so in accordance with this policy.

5.4.3 Where a Director is advised of any actual or suspected violations or matters of non-compliance with this policy, the Director shall investigate and bring any breach of policy to the City's Division of Human Resources to be addressed.

5.5 Manager of Human Resources

5.5.1 The City's Division of Human Resources will manage, oversee, and ensure compliance with this policy except as otherwise outlined in this policy. The Division of Human Resources may engage staff, Managers, Directors and the CAO as necessary and required.

- 5.5.2** The Manager of Human Resources may provide regularly updated lists of individuals who have provided proof of vaccination to the Manager and Director of those individuals.
- 5.5.3** The Manager of Human Resources may provide regularly updated lists of members of Council and volunteers, individuals entering a workplace or City facility for a meeting or event purpose, and on-site vendors, suppliers, consultants, stakeholders, and contractors who have provided proof of vaccination to the CAO.
- 5.5.4** Where Manager of Human Resources is advised of any actual or suspected violations or matters of non-compliance with this policy, the Manager of Human Resources shall investigate and address any breach of this policy.
- 5.5.5** Where an investigation, either by a Director or the City's Division of Human Resources, indicates that a breach of this policy has occurred, the Division of Human Resources must address the breach including, if required, the imposing and carrying out disciplinary action.
- 5.5.6** The Manager of Human Resources is responsible for the collection of proof of vaccination and must ensure that proof of vaccination, inclusive of photo identification, is received and documented. Where reasonably necessary and to ensure proper operation of City functions, the Manager of Human Resources may delegate all or a portion of this responsibility.
- 5.5.7** The Manager of Human Resources must ensure that access to, the use of, and the disclosure of proof of vaccination information is limited to only those with a need to know purpose based on job-related responsibilities and in accordance with the Access to Information and Protection of Privacy Act, 2015.
- 5.5.8** The Manager of Human Resources must ensure that proof of vaccination information is destroyed when this policy is revoked.
- 5.5.9** The Division of Human Resources must advise City employees, members of Council, students, volunteers, individuals entering a workplace or City facility for a meeting or event purpose, and on-site vendors, suppliers, consultants, stakeholders, and contractors on the interpretation and application of this policy.

5.6 CAO

- 5.6.1** The CAO must ensure members of Council are not reporting to work, entering the workplace, or entering any City facility for a work purpose if they are not permitted to do so in accordance with this policy
- 5.6.2** The CAO will manage and provide oversight and direction if volunteers, individuals entering a workplace or City facility for a meeting or event purpose, or on-site vendors, suppliers, consultants, stakeholders, and contractors are entering the workplace or entering any City facility for a work purpose if they are not permitted to do so in accordance with this policy.

5.7 Volunteers, Individuals Entering a Workplace or City Facility For a Meeting or Event Purpose, On-Site Vendors, Suppliers, Consultants, Stakeholders, and Contractors

5.7.1 Volunteers, individuals entering a workplace or City facility for a meeting or event purpose, on-site vendors, suppliers, consultants, stakeholders, and contractors must provide proof of vaccination and photo identification to enter the workplace or enter any City facilities for a work purpose. This requirement also applies to any new volunteers, individuals entering a workplace or City facility for a meeting or event purpose, on-site vendors, suppliers, consultants, stakeholders, and contractors.

6.0 Compliance

6.1 All City employees, members of Council, students, volunteers, individuals entering a workplace or City facility for a meeting or event purpose, and on-site vendors, suppliers, consultants, stakeholders, and contractors are required to comply with this policy.

6.2 As of December 17, 2021, any City employees, members of Council, or students, who are not compliant with this policy will be required to take annual leave, if available, or unpaid leave until proof of vaccination is provided to the Division of Human Resources in accordance with this policy, to a maximum of 8 weeks from December 17th, 2021. After the expiration of the above-noted leave period, any City employees, members of Council, and students who are not compliant with this policy may be subject to disciplinary action, up to and including dismissal.

6.3 Any City employees, members of Council, or students who are found to have submitted fraudulent proof of vaccination or any fraudulent COVID-19 related documentation/information may be subject to disciplinary action, up to and including dismissal.

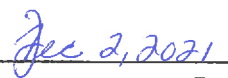
6.4 As of December 17, 2021, any volunteers, individuals entering a workplace or City facility for a meeting or event purpose, or on-site vendors, suppliers, consultants, stakeholders, or contractors who are not compliant with this policy, or who are found to have submitted fraudulent proof of vaccination or any fraudulent COVID-19 related documentation/information may be banned from the workplace and/or City facilities at the discretion and duration as determined by the City.

7.0 Approvals

Approved by Council on November 30th 2021



Dana Spurrell, Chief Administrative Officer

Signed:  _____
Date