



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number:	110
Effective Date:	September 8, 2021
Supersedes:	None
Approval:	SCM 18/21 September 8, 2021
Subject:	COVID-19 Vaccination Policy

1.0 Purpose

- 1.1 The Corporation of the Town of Tecumseh is committed to providing a safe working environment for our staff and members of the public we serve.
- 1.2 The Corporation has a legislated obligation and responsibility to take every precaution reasonable in the circumstances to provide a safe work environment for its staff and to provide a safe environment to members of the public who access municipal facilities to obtain services.
- 1.3 It is therefore critical that the Corporation and its staff take any and all reasonable precautions to protect against the transmission and reduce the severity of the illnesses associated with COVID-19.
- 1.4 Receiving the recommended and approved COVID-19 vaccinations (double vaccination or full vaccination) as soon as possible and any further recommended booster vaccinations, will help continue to protect our staff, the public and our families by reducing transmission and the severity of the illnesses associated with COVID-19.
- 1.5 The purpose of the COVID-19 Vaccination Policy (the “Policy”) is to confirm the expectations and requirements of the staff with respect to COVID-19 and vaccination. This policy will be amended from time to time to ensure it is current with the Ministry of Health and Public Health Unit guidance on vaccinations and boosters for COVID-19.

2.0 Scope

- 2.1 This Policy applies to all Corporation employees, contractors, students, volunteers, elected and appointed members of Town Council and Council-appointed Boards and Committees and any other individuals employed, contracted or engaged to provide service in any capacity to the Corporation.
- 2.2 For the purposes of this Policy, all of those referenced in the foregoing Section 2.1 shall be referred to collectively as the “Staff”.
- 2.3 This Policy does not apply to customers or clients who utilize the services of the Corporation or its tenants.
- 2.4 This Policy applies equally to all departments, including the Tecumseh Fire & Rescue Service which may have additional requirements imposed by law and with which the Corporation must be compliant. Specific direction or guidance documents may be developed and posted for this department. Affected staff must familiarize themselves with any department specific direction or guidance.

3.0 Definitions

CAO: the Chief Administrative Officer of the Corporation or his or her delegate.

Corporation: The Corporation of the Town of Tecumseh

Council: the Council of the Corporation

COVID-19: the infectious disease caused by a newly discovered coronavirus known as SARS-CoV-2 virus.

COVID-19 Vaccine: a vaccine used to prevent COVID-19 disease caused by the SARS-CoV-2 virus.

COVID-19 Assessment Centre: a facility, designated by the Province of Ontario, capable of providing COVID-19 testing to members of the public.

Education Program: an educational session approved by the Covered Organization (hospitals, local health unit and EMS) about the benefits of COVID-19 vaccination prior to declining vaccination for any reason other than a medical reason.

Employees: means an employee of the Corporation, including but not limited to those who are employed pursuant to a contract, casual and seasonal,

part-time employees; co-op students and volunteers and “Employed” shall have a corresponding meaning.

Municipal Facility: includes the following municipal facilities:

- Town Hall – 917 Lesperance Road
- Public Works & Water Building – 1189 Lacasse Boulevard
- Parks Building – 300 Manning Road
- Tecumseh Arena – 12021 McNorton Road
- Fire Station No 1 – 985 Lesperance Road
- Fire Station No 2 – 5585 Walker Road

Rapid Antigen Test: means an antigen test which detects protein fragments specific to the Coronavirus.

Unvaccinated: (of a person) not inoculated with a vaccine to provide immunity against a disease.

Vaccinated or fully vaccinated: to be fully treated with a vaccine approved for use in Canada or by the World Health Organization to produce immunity against COVID-19 or such meaning as provided by the Ontario Ministry of Health, and “Vaccination” shall have a corresponding meaning

Vaccination Due Date: the 5th day of November, 2021.

Workplace: means any municipal facility, land, premises, location or thing at, upon, in or near which the Employee works, but does not include an Employee’s home.

4.0 **Mandatory Vaccination Policy**

- 4.1 The Corporation is committed to ensuring a safe return of all staff to the workplace. In so doing, it will require all staff to be fully vaccinated against COVID-19, as recommended by the Ministry of Health and Ontario’s Chief Medical Officer of Health (CMOH). Full vaccination will be required of all staff in accordance with this policy, regardless of how often they are currently attending at the workplace, or how much time they spend there.
- 4.2 All employees will be asked to declare their vaccination status by selecting one of the five categories listed below.

Declaration of status, change of status and proof of vaccination can be submitted to the confidential email hr@tecumseh.ca. Your personal documentation on vaccination can be retrieved from the Ministry of Health.

Employees who do not complete their declaration by 4:30 p.m. on September 15, 2021 will not be permitted to attend work on September 16, 2021.

Category	Requirements
1. They are fully vaccinated as defined by the Ministry of Health .	<ul style="list-style-type: none"> • Written proof of full vaccination from the Ministry of Health to be provided at time of declaration no later than 4:30 p.m. on September 15, 2021.
2. They have or will receive their first dose no later than September 10, 2021 and will be fully vaccinated no later than November 5 , 2021.	<ul style="list-style-type: none"> • Written proof of first dose of vaccination from the Ministry of Health to be provided at time of declaration and by or on September 10, 2021. • Completion of regular COVID Rapid Antigen Testing twice per week until full vaccination is reached. • Written proof of full vaccination from the Ministry of Health to be provided by November 5, 2021
3. They are unable to be vaccinated for medical reasons.	<ul style="list-style-type: none"> • After completion of declaration, written proof of the medical reason, to be provided by either a physician or nurse practitioner, that sets out the details below, by September 15, 2021 to hr@tecumseh.ca. <ol style="list-style-type: none"> 1. That the staff member cannot be vaccinated against COVID-19 and; 2. The effective time period for the medical restriction and date by which the restriction will be removed. • Completion of the Educational Program required. • Completion of COVID Rapid Antigen Testing twice per week. • If the medical reason is time-limited, within thirty (30) days of expiry, proof of vaccination must be provided or

Category	Requirements
	further proof of medical reason is required. If an extension or proof of vaccination is not received, the staff member will be considered unvaccinated in accordance with Option 5.
4. They are requesting accommodation under the <i>Ontario Human Rights Code</i> (OHRC) for a legitimate and demonstrable religious exemption.	<ul style="list-style-type: none"> • After completion of the declaration, a written request must be provided to hr@tecumseh.ca no later than September 15, 2021 with their legitimate and demonstrable religious objection. • Completion of the Educational Program required. • Completion of COVID Rapid Antigen Testing twice per week.
5. They elect not to be vaccinated , and are without a medical reason or OHRC accommodation and understand they will be off work without pay effective September 16, 2021.	<ul style="list-style-type: none"> • Completion of the Educational Program required. • The staff member is off without pay and subject to potential discipline up to/including dismissal until full vaccination is reached, consistent with timelines in Option 2. • A change of vaccination status may be submitted using hr@tecumseh.ca.

4.3 Educational Program

All employees that select Options 3, 4 or 5 above will be required to complete an educational program approved by the Corporation, which will be consistent with the Ministry of Health recommendations. Attestation to the completion is required. This program may be completed during working hours.

This educational program will include the following:

How COVID-19 vaccines work	Vaccine safety related to the development of the COVID-19 vaccines
The benefits of vaccination against COVID-19	Risks of not being vaccinated against COVID-19
Possible side effects of COVID-19 vaccination	

4.4 Testing

After completion of the educational program, employees that select Options 3 or 4 will be required to participate in the COVID-19 Testing Program below and must at a minimum:

- Conduct twice weekly Rapid Antigen Testing and demonstrate a negative result. There must be a minimum of three days between testing.
- Provide verification of the above negative test result. Results can be provided to hr@tecumseh.ca.

Employees that still elect Option 5, will be considered non-compliant in accordance with Section 4.10 of the Policy.

4.5 Obtaining a Rapid Antigen Test

Employees will be required to obtain testing at their cost outside of working hours at credible testing locations, which can be found at [this site](#).

4.6 Testing Results

Asymptomatic	These antigen tests are meant for regular testing of asymptomatic staff only and to identify those who may be infectious and at risk of infecting others before coming on-site. The tests are also not to be used by anyone with symptoms or who has a known exposure to someone with COVID-19.
Symptomatic	Symptomatic and exposed individuals must follow current COVID-19 WECHU guidelines .
Positive Results	Staff who test positive must immediately contact their health practitioner and proceed to arrange a confirmatory diagnostic test at an approved Public Health assessment center. In addition, they must advise their assigned department supervisor and will need to self-isolate at home pending the result of the confirmatory test. All positive Rapid Antigen Tests results will be relayed to Windsor-Essex County Health Unit (WECHU). Staff who have a positive test will not be allowed to physically report to the workplace as per current guidelines and must follow the direction of WECHU in regards to isolation.

4.7 Change in Status

Any individual who initially selected option 3, 4 or 5 and later becomes fully vaccinated will be able to update their vaccination by reporting to hr@tecumseh.ca.

4.8 Members of Council, Council-Appointed Committees, Contractors, and others attending Corporation facilities and workplaces

Members of Council, Council-appointed Committees, Contractors and any other individuals to whom this Policy applies, who choose not to be fully vaccinated will not be allowed to physically access Corporation facilities and workplaces.

All of the above, including employees of Contractors, must ensure that they are fully vaccinated or meet the testing requirements set out herein prior to accessing Corporation facilities and workplaces. Individuals not compliant with this requirement will not be allowed to access Corporation facilities and workplaces.

4.9 Accommodations

Staff who can establish that they are restricted from being vaccinated for medical reasons, or that they have a legitimate and demonstrable religious objection to vaccination, will have their cases considered on an individual basis. After submission to Human Resources, their request will be reviewed to determine the applicability of an exemption and whether any additional information or documents are required to be provided.

4.10 Non-Compliance

Staff failing to follow this Policy and/or falsifying information may be subject to disciplinary action up to and including termination of employment. Contractors may be subject to having their contracts voided and being denied access to facilities and workplaces. Unvaccinated staff, who have not been accommodated under section 4.9 will, initially, be on unpaid leave of absences from their employment and are at risk of discontinuation of employment.

5.0 Confidentiality

5.1 Information relating to an individual's proof of vaccination and/or the reason(s) for not receiving a COVID-19 vaccination will remain in their confidential personnel file and will not be disclosed except as may be required for the purposes of ensuring the safety of the Corporation's staff, contractors and clients in the event of a COVID-19 outbreak, as may be required to ensure every precaution reasonable is taken to protect health and safety of Staff, or as otherwise may be required by law.

5.2 Statistical Data Collection

The Corporation will collect, maintain, and disclose to a Provincial Ministry or Public Health Authority if required, in aggregate form and in a manner set out by a Ministry or Public Health Authority, statistical information such as:

- the total number of individuals who have submitted proof as per the requirements above, broken down by which type of proof was provided and any staff cohorts requested; and
- any such similar aggregate data configuration requested.

6.0 Contact

Please contact your supervisor or a member of the Human Resources Team with any questions.

7.0 Corporate Accommodations

The Chief Administrative Officer maintains the right, based on business operating need, public safety and other relevant legal considerations, to make exceptions to the Policy on an individual and/or departmental basis.

8.0 Amendments and Compliance with Applicable Law

This Policy may be amended from time to time by the Corporation as it deems necessary or appropriate, as relevant circumstances change, and at all times will be applied in accordance with the Occupational Health and Safety Act, the Ontario Human Rights Code, all other applicable law and collective agreements.

9.0 References

1. https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx
2. <https://www.ontario.ca/page/ministers-directive-long-term-care-home-covid-19-immunization-policy>
3. <https://www.ontario.ca/page/covid-19-long-term-care-home-surveillance-testing>
4. https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/directive_6_policy_resource.pdf