

Report To: Governance Committee

Subject: Vaccination Policy

Report No: GC-09-21

Date: September 23, 2021

Recommendation:

1. **That** Report No. GC-09-21 RE: Vaccination Policy **BE RECEIVED**.
2. **THAT** the Vaccination Policy identified as Appendix 1 **BE APPROVED** and **IMPLEMENTED**.

Purpose:

The purpose of this report is to establish a workplace policy regarding COVID-19 vaccination to protect the health and safety of staff, volunteers, board/committee members and the public.

Background:

The impact of COVID-19 on the health of individuals has been far reaching and the Ministry of Health has implemented various directives regarding infection and prevention control and more recently COVID-19 vaccination. While the NPCA staff do not currently fall under a Ministry directive relating to COVID-19 vaccination, in order to protect the health and safety of staff and stakeholders, on September 17, 2021, the NPCA Board provided resolution for a COVID-19 Vaccination Policy to be referred to Governance committee for review and approval.

Discussion:

The Vaccination Policy attached as Appendix 1 was generated with reference to various COVID-19 Vaccination Policies including the Regional Municipality of Niagara and the City of Hamilton. Additionally, input was sought from the NPCA Joint Occupational Health and Safety Committee as well as Union leadership.

Upon approval, procedures relating to the implementation of the Vaccination Policy and educational materials including frequently asked questions will be completed. A communication plan will be developed for education of staff, students, volunteers and board and committee members.

The Vaccination Policy will be reviewed and updated as necessary as Ministry of Health directives and/or Public Health guidance changes. The Vaccination Policy and associated procedures will be administered by Human Resources who will ensure compliance with all relevant legislation.

Financial Implications:

There are no financial implications associated with this report.

Links to Policy/Strategic Plan

Maintaining the Health and Safety of staff and contributing to a safe environment for our Watershed residents demonstrates the NPCA's commitment to health and well-being of our staff and stakeholders.

Related Reports and Appendices:

Appendix 1: Vaccination Policy

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Policy Manual

Vaccination Policy		##-##	
Developed by:	Human Resources		
Policy Applies To:	All Employees/Board Members/Volunteers		
Date Created:	September 2021	Approved By:	
Version #:	2021-01	Last Review Date:	

1.0 PURPOSE STATEMENT

Niagara Peninsula Conservation Authority (NPCA) is committed to protecting the health and safety of all staff. Due to the highly contagious nature and potential severity of COVID-19 infection, NPCA has implemented various prevention and control measures to aid in the protection of staff. As vaccination is a key tool in protection, this policy will provide organizational expectations with regard to COVID-19 vaccination. The NPCA will continue to monitor developments with COVID-19 and this policy will be subject to change in consultation with public health recommendations. To further protect workers and the public served, NPCA will require all employees, board/committee members who wish to attend in person meetings and events, and volunteers to adhere to the Vaccination policy.

2.0 DEFINITIONS

Fully vaccinated means having received the full series of a COVID-19 vaccine as authorized by Health Canada or any combination of such vaccines and having received the final dose of the COVID-19 vaccine at least 14 days prior

Unvaccinated means anyone unable or unwilling to provide proof or verification of being *Fully vaccinated*

Bona Fide Human Rights Code Exemption means *appropriate documentation* has been provided indicating the inability to comply with this policy based on a reason that is related to a ground within the Human Rights Code

Appropriate Documentation means documentation received from an appropriate authority (ex. certified medical practitioner for a medical exemption) outlining reasons and timelines for restrictions as outlined in the COVID-19 Vaccination Procedure

Verification of vaccination means documentation issued by the Ontario Ministry of Health (or other provincial, territorial, or international equivalent) indicating individual immunization status against the

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COVID-19 virus or production of the Verification of Vaccination attestation form as outlined in the COVID-19 Vaccination Procedure.

3.0 SCOPE

The policy applies to all NPCA employees including full-time, part-time, seasonal and casual, paid and unpaid students and volunteers across all work locations, including remote workplaces if applicable. Further, this policy also applies to board members and committee members who wish to attend in person meetings and/or events in their capacity as an NPCA board/committee member. All new workers, students and volunteers will be subject to this policy as a condition of employment or placement with the NPCA.

4.0 POLICY

Niagara Peninsula Conservation Authority (NPCA) has a requirement under the *Occupational Health and Safety Act, R.S.O. 1990* to take every precaution reasonable in the circumstances for the protection of a worker. Vaccination has been deemed by the Chief Medical Officer of Health to be a key component in protection against COVID-19. The NPCA has implemented various control measures at the recommendation of Public Health to aid in protection of staff and stakeholders against the continued spread of COVID-19. These measures include daily health screening, mandatory face coverings, physical distancing, hand hygiene and enhanced cleaning. To further protect workers and the public served, NPCA will require all employees, board/committee members and volunteers to adhere to the COVID-19 Vaccination policy.

- The NPCA will require all staff, students, volunteers and board/committee members to be fully vaccinated against COVID-19 and provide verification of vaccination.
 - Those that remain unvaccinated due to a bona fide Human Rights Code exemption will be required to provide appropriate documentation and will be provided appropriate accommodation in compliance with the Ontario Human Rights Code.
 - Those that are unable or unwilling to provide verification of vaccination shall be deemed unvaccinated and will be encouraged to consult provided Public Health resources on the benefits of vaccinations.
 - All individuals that are unvaccinated will be subject to additional prevention and control measures including submitting to regular COVID-19 testing and providing proof of a negative test result.

Collection of information related to this policy will be in accordance with all applicable legislation including privacy legislation. Any information collected will only be used to the extent necessary for implementation of this policy, including providing statistical reporting on compliance, and for administering related infection and prevention control measures and health and safety protocols in the workplace.