

TOWN OF THREE RIVERS

Mandatory Covid-19 Vaccination Policy

Policy Number: TRHR-22

Date of Approval: January 10, 2022

Approved By: Council

Date of Review: May 19, 2022

Revised: April 11, 2023

Policy Statement

The Town of Three Rivers is committed to providing a safe and healthy work environment. The Town has a legal obligation to ensure that every reasonable precaution is taken to protect the occupational health and safety of persons at or near the workplace. This includes workplace hazards, such as COVID-19. The prevalence of COVID-19 and its variants have increased workplace transmissibility risks and continues to pose a health and safety risk within Prince Edward Island. Vaccination is a key infection control measure at the Town's disposal to protect our employees and the community that we serve.

This Policy sets forth the requirements and expectations regarding COVID-19 vaccinations and accommodations for all Town of Three Rivers Employees, Members of Council, Members of Council Committees, and other volunteers, collectively referred to as "Employees" in this Policy.

Scope

This Policy applies to all Employees, Members of Council, Members of Council Committees, and other volunteers, working in or out of Town facilities.

Definitions

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;

Employer - means the Town of Three Rivers;

Facility - includes any building, structure, vehicle or indoor area or outdoor area where an Employee of the Town attends and/or performs work; and

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 or one dose of a one dose vaccine, and any subsequent booster vaccines), and any boosters or other vaccinations that may at some point in the future be required or recommended by Health Canada., at least fourteen (14) days from the date of the last required dose of vaccine.

Responsibilities

The Chief Administrative Officer and delegates are responsible for the operation of this Policy.

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.

The CAO and Managers are responsible for receiving up to date vaccination records from Employees and placing these records in a secure file. The CAO 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.

Guidelines

Employees must adhere to all Chief Public Health Office orders and guidelines and employer-issued directives regarding the ongoing safety and health of Town Employees and the public in the performance of their ongoing duties.

All Employees of the Town of Three Rivers are required to be fully vaccinated on or before January 12, 2022, subject only to those who provide proof satisfactory to the Town that they qualify for an Accommodation from this requirement and are granted an Accommodation by the Town and those who have not yet been Fully Vaccinated but intend to become Fully Vaccinated and provide proof satisfactory to the Employer of scheduled appointment(s) to become Fully Vaccinated as outlined in Section 6 of this Policy.

All Employees must provide proof of their current vaccination status on or before January 12, 2022, by providing to the CAO or a Manager 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.

Employees are required to update their vaccination status, as may be required by the Employer, to establish that they are Fully Vaccinated on an ongoing basis.

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 Town 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). The Town reserves the right to request further or other documentation to establish entitlement to an Accommodation under the Human Rights Act. Accommodation requests received by the Employer will be processed in accordance with the Employer's obligations pursuant to the Human Rights Act.

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 Manager.

Effective May 1, 2023 new Town of Three Rivers employees are recommended to be fully vaccinated against COVID-19 as a condition of being hired by the Town of Three Rivers. For clarification, new employees include those who report to work in the future who have never worked for the Town before and seasonal workers.

Alternative Arrangements for Employees

Employees of the Town of Three Rivers who have not yet become fully vaccinated, but who intend to become fully vaccinated and provide proof of scheduled appointment(s) to become fully vaccinated or those who have been granted an Accommodation must comply with the following alternative arrangements:

- The Employee must provide the Town of Three Rivers' CAO or delegate with a negative COVID-19 test from a Provincial Government testing facility three times per week, with tests to be taken on non-consecutive days. The test must be taken and the results delivered outside of the Employee's regular hours of work.
- In the event that testing from a Provincial Government testing facility as set out in Section 6.1(a) is not accessible to the Employee due to Provincial restrictions, the Employee must provide proof satisfactory to the Town of a negative COVID-19 test from a rapid antigen home self-screening test three times per week, with tests to be taken on non-consecutive days. The test must be taken and the results delivered outside of the Employee's regular hours of work. The Employee

is responsible for obtaining rapid antigen home self-screening tests and any associated costs.

- The Employee must wear a properly fitting non-medical mask at all times while carrying out work at any Town of Three Rivers facility or worksite.
- 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.

Non-Compliance

Employees who do not comply with this Policy, including but not limited to Employees who have not yet become Fully Vaccinated but who intend to become Fully Vaccinated and who fail to adhere to their scheduled appointment(s) to become Fully Vaccinated or Employees who provide false or misleading information to the Employer regarding their vaccination status, test schedule or results may be placed on an unpaid and unapproved leave of absence, and/or subject to disciplinary action, up to and including dismissal.

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.