



## City of Leduc Policy

**Policy Title: COVID-19 Vaccine  
(Fire Services Staff)**

**Policy No: 12.06:19**

**Supersedes  
Revision #: NEW**

<b>Authority: City Manager</b>
<b>Approval Date: September 28, 2021</b>
<b>Effective Date: September 28, 2021</b>
<b>Responsible Department: Human Resources / OHSW</b>
<b>Relevant Legislation:</b>
<b>Relevant Council Date of Resolution(s):</b>
<b>Relevant Bylaw and Date(s):</b>
<b>Authority's Signature:</b> 

### **Purpose:**

The health and safety of our members, patients, and members of the community is our top priority. Immunization against COVID-19 is the most effective means to prevent the spread of COVID-19, to prevent outbreaks, and to preserve workforce capacity.

Compliance with this Policy is required by all Fire Services staff, students, volunteers, and other persons acting on their behalf.

Proof of immunization is being collected to protect the health and safety of our members, patients, members of our community, and other persons accessing Fire Halls and to preserve workforce capacity to support the health care system.

### **Definitions:**

Fully immunized means someone:

- a) who has received two doses of a vaccine considered valid by Alberta Health in a two dose COVID-19 vaccine series.
- b) for whom fourteen (14) days have elapsed since the date on which the person received the second dose of the COVID-19 vaccine considered valid by Alberta Health of a two dose series.

**Policy:**

**1. COVID-19 Vaccination Requirements**

Alberta Health Services (AHS) is requiring all AHS contracted providers who provide services or otherwise have in-person contact with AHS workers or patients provide proof, that they are fully immunized against COVID-19 effective October 31, 2021. All AHS contracted providers and staff at respective Fire Halls must provide a declaration to AHS confirming this criterion is met no later than the end of the business day on October 30, 2021.

- 1.1 Effective October 31, 2021, all Fire Services staff, students, volunteers, and other persons acting on their behalf, must be fully immunized against COVID-19.
- 1.2 Any Fire Services staff on an approved Leave of Absence must be fully immunized prior to returning to work.
- 1.3 Any Fire Services staff and/or contracted provider hired/contracted after October 31, 2021, must be fully immunized against COVID-19 prior to commencing work.
- 1.4 Effective October 31, 2021, all new volunteers/students must be fully immunized against COVID-19 prior to their first service time.

**2. Proof of Immunization Records**

- 2.1 No later than October 16, 2021, existing Fire Services staff, students, and volunteers shall disclose accurate proof of their immunization status to Jeri Wolfe (Occupational Health and Safety). New hires after October 16, 2021 shall disclose accurate proof of their immunization status upon hire to their recruiter.
- 2.2 No later than October 16, 2021, contracted providers shall disclose accurate proof of their immunization status to their employer. After October 16, 2021, contracted providers shall disclose accurate proof of their immunization status to their employer prior to providing services.
- 2.3 No later than October 16, 2021, existing students shall disclose accurate proof of their immunization status to their educational institution. After October 16, 2021, new students shall disclose accurate proof of their

immunization status to their educational institution prior to providing services.

- 2.4 Proof of immunization records collected under this Policy shall be securely and confidentially retained, accessed, and used as necessary to determine fit for work status of Fire Services staff, to manage and administer employment and other working relationships with Fire Services staff, to address accommodation requests, and to comply with all applicable laws, such as the provincial Occupational Health and Safety legislation.
- 2.5 Proof of immunization records are collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta) and shall be used, accessed, and disclosed in accordance with the legislation and the City of Leduc policies and procedures.

### **3. Accommodation**

- 3.1 Any Fire Services staff employee who is unable to be immunized due to a medical reason, or for another protected ground under the Alberta Human Rights Act, will be reasonably accommodated, up to the point of undue hardship, in accordance with applicable workplace policies.
- 3.2 Employees of applicable contracted service providers, who are unable to be immunized due to a medical reason, or for another protected ground under the Alberta Human Rights Act, will be reasonably accommodated, up to the point of undue hardship, in accordance with their applicable workplace policies.
- 3.3 Students of applicable educational institutions, who are unable to be immunized due to a medical reason, or for another protected ground under the Alberta Human Rights Act, will be reasonably accommodated, up to the point of undue hardship, in accordance with their applicable educational institution's accommodation policies.
- 3.4 Any current Fire Services staff requesting workplace accommodation shall make a request for the accommodation as soon as reasonably possible, and no later than October 16, 2021, and provide required information in accordance with their applicable workplace policies.

#### **4. Non-Compliance**

- 4.1 Except where a workplace accommodation applies, under Human Rights protected grounds, failure to comply with this Policy shall result in:
- a) a meeting being held with the Fire Services staff, contracted provider, volunteer, student, or other person acting on their behalf to discuss their concerns with vaccination against COVID-19 and provide educational materials on the COVID-19 vaccines;
  - b) if the Fire Services staff employee chooses to remain non-compliant with this Policy, the Fire Services staff employee will be deemed unfit for work and placed on an unpaid leave-of-absence for the period of time required to become Fully Immunized; or
  - c) Refusal by such employee to become fully immunized by the conclusion of such unpaid leave-of-absence for the period of time required to become Fully Immunized;
  - d) a contracted provider, volunteer, student, or other persons acting on their behalf who is non-compliant with this Wellness Strategy, will not be able to access the worksite until such time as they are fully immunized.

#### **Review of Policy**

- This Policy will be reviewed regularly to ensure alignment with public health measures and regulations, and to confirm it adequately cover the health and safety risks it addresses.