



City of Leduc Policy

Policy Title: Mandatory Vaccination

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Responsible Department: Human Resources / OHSW
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Authority's Signature: 

Purpose:

The City of Leduc is committed to providing a safe and healthy work environment for all employees, contractors, self-employed persons, service providers, visitors and members of the public who enter onto City worksites, as well as anyone in the vicinity of our work sites who could be impacted by operations. The City of Leduc is committed to taking every reasonable precaution to prevent the spread of COVID-19 and, in the circumstances, for the protection of the health and safety of workers from the hazards of COVID-19.

Vaccination is a key element in the protection of City of Leduc employees against the hazards of COVID-19. This Policy is designed to maximize COVID-19 vaccination rates among City of Leduc employees as one of the critical control measures to mitigate the risk of COVID-19.

To this end, City of Leduc employees, self-employed persons, contracted employees by the City, or through a third party, students and volunteers are required to be vaccinated against COVID-19 unless exempt on the basis of a protected legal ground.

Background and Current Situation:

Full vaccination has been shown to be effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 and COVID-19 variants currently circulating in our community.

The City of Leduc has closely monitored the hazards of COVID-19 since the outset of the pandemic and has continued to review, revise, and adjust its hazard controls in response to emerging science, workplace data, and public health directives. Alberta declared a state of public health emergency as a result of COVID-19 cases and hospitalizations continuing to rise, largely in unvaccinated Albertans.

Given the continuing spread of COVID-19, and the compelling data demonstrating a higher incidence of COVID-19 among the unvaccinated population, the City has determined that it is necessary to implement a COVID-19 vaccination policy as another layer to the City's workplace controls against the hazards of COVID-19.

Definitions:

For the purposes of the Policy and Procedure, the following terms have the following meanings:

- **COVID-19:** The disease caused by the SARS-CoV-2 coronavirus (including any variant).
- **COVID-19 Vaccine:** A COVID-19 vaccination authorized by Health Canada and/or Alberta Health (e.g. Pfizer-BioNTech/Comirnaty; Moderna/Spikevax; Janssen (Johnson & Johnson); AstraZeneca/COVISHIELD/Vaxzevria).
- **Employee(s):** All individuals who are employed by the City of Leduc on any basis, including full-time, part-time, permanent, temporary, and casual, and also includes students and volunteers.
- **Fully Vaccinated:** Having obtained all required doses of a COVID-19 vaccine, including having observed a two (2) week period (or longer where required) following the final dose.
- **Rapid Antigen Test:** Means a rapid antigen test approved by Health Canada and administered by an approved provider.

Policy:

This policy applies to all City of Leduc employees, self-employed persons, contracted employees by the City, or through a third party, volunteers, and students. Individuals hired specifically for the purpose of working the 2021 Leduc General Election to facilitate Election Day voting on October 18 or advance voting between October 12 and October 16, are exempt from this policy. For the purpose of this policy only, reference to "employees" shall also be read to include volunteers and students.

Employees in certain divisions may have obligations in addition to this policy under division-specific policies regarding COVID-19 vaccination or under regulations, legislation, guidelines, or directives applicable to them.

New City of Leduc employees are required to be fully vaccinated against COVID-19 as a condition of being hired by the City of Leduc.

COVID-19 Vaccination Requirements

COVID-19 Vaccination

- Employees must be fully vaccinated against COVID-19 and provide proof of vaccination.
- Employees who cannot be fully vaccinated on the basis of a protected legal ground) may request an exemption.
- For a two dose vaccine series, Employees must receive one dose of COVID-19 Vaccine by October 14, 2021 and the second dose of COVID-19 vaccine by November 12, 2021
- Employees hired after the approval date of this Policy will be required to be fully vaccinated or to have an approved exemption before beginning work with the City.

Providing Proof of COVID-19 Vaccination

- By October 14, 2021, Employees must provide proof of all COVID-19 vaccine doses received to date, in a form satisfactory to the City, as per the City's designated process.
- Proof of two doses of the COVID-19 vaccine must be submitted by November 13, 2021. Employees will provide a copy of their COVID-19 immunization record (that shows their name) electronically or by mail or facsimile to the Occupational Health, Safety and Wellness Advisor. The date of vaccination, type and dose will be recorded and kept on file in accordance with retention and disposition schedules.
- Employees will be required to update their vaccination status in accordance with the established process and by the dates set out in this Policy, as they obtain each dose of COVID-19 vaccine.

COVID-19 Vaccination Discussion

- The City strongly encourages any Employee who is not fully vaccinated to meet with a physician to have an open and honest, two-way dialogue about the benefits and risks of a COVID-19 vaccine.
- Employees who, by November 13, 2021, disclose that they have not received two doses of COVID-19 vaccine, or who have not disclosed their vaccination status as required, shall receive and review mandatory educational materials on the benefits of vaccination, in addition to the obligations identified under "Vaccination Requirement" above.

Unvaccinated Employees Without an Exemption

- Employees choosing not to be fully vaccinated and who do not have an exemption will be required to submit to ongoing COVID-19 PCR testing, at the employee's own expense.
- Tests are valid for up to 72 hours after being completed. Employees attending at City of Leduc premises are required to ensure they have a valid test completed within the previous 72 hours and have provided proof to the Occupational Health, Safety and Wellness Advisor by email.
- Employees who do not comply with the testing requirements will be deemed unfit for work and will be placed on leave without pay.
- The City reserves the right to modify the application of this Policy based on operational needs, including any requirement or processes relating to testing.

Ongoing Safety Requirements

- Employees who are fully vaccinated or who have an approved exemption are still required to adhere to all other provincial health measures and City of Leduc workplace COVID-19 hazard controls.

Non-compliance with the Policy and Procedure

- Failure to comply with this Policy and Procedure, including providing false or misleading information, may result in discipline up to and including termination.
- If an employee chooses to remain non-compliant with this Policy, the 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.
- Refusal by such an employee to become fully immunized by the conclusion of such unpaid leave-of-absence after ninety (90) days, will be deemed to have resigned their employment.
- A self-employed person, contracted employee by the City, or through a third party, volunteer, student, or other person acting on their behalf who is non-compliant with this policy will not be able to access the worksite in that capacity until such time as they are fully immunized.
- Notwithstanding the commencement of a leave under this Policy and Procedure, the City reserves the right to terminate the employment of an Employee who is away from work on a non-culpable basis; or on a culpable basis where warranted.

Support for Vaccinations

- Employees can take up to three hours off as paid time during the work day to get a COVID-19 vaccine dose. Employees must provide advance notice to their supervisor of their appointment time.
- To book a COVID-19 vaccine dose, contact local pharmacies, Alberta Health Services online or call 811.

Safeguarding Personal Information

- The information being collected under this Policy and Procedure is collected pursuant to Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and is managed and protected in accordance with FOIP.
- The City of Leduc will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, in accordance with FOIP. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

Exemptions Accommodations

- An Employee may request an exemption from the requirement to be fully vaccinated by submitting a valid exemption request by email to the Occupational Health, Safety and Wellness Advisor on the basis of a protected ground under the Alberta Human Rights Act.
- Employees submitting a request will be required to provide support for the basis of the request, including providing any information reasonably requested by the City.
- Employees with an approved exemption will be accommodated as per the City's accommodation policies, procedure and framework.

Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

The City of Leduc will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of employees, contractors, self-employed persons, service providers, visitors and members of the public in the workplace and the community that it serves. The City of Leduc will continue to assess other available workplace risk mitigation measures, including, for example, requiring proof of a negative COVID-19 test, etc. If it is determined that additional precautions are necessary, the City of Leduc may decide to deploy new measures (including at an individual level) to protect employees, contractors, self-employed persons, service providers, visitors and members of the public from COVID-19 and may amend this policy accordingly and/or communicate the required precautions to impacted employees.

Review of Policy

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