

---

**To:** Mayor Glover and Members of Council

**From:** Carrie Sykes, Director of Corporate Services/Clerk

**Date:** November 9, 2021

**Subject:** COVID-19 Vaccination Verification Policy (HS-30.8)

---

### Report Highlights

- Provide a draft Vaccination Verification policy in compliance with Ontario Regulation 364/20 and Simcoe Muskoka District Health Unit letter of instruction, dated September 1, 2021 for Council's consideration.

### Recommendation

**WHEREAS** Council receives the staff report "COVID-19 Vaccination Verification Policy (HS-30.8)" dated November 9, 2021; and

**BE IT RESOLVED THAT** the Council of the Corporation of the Township of Lake of Bays hereby adopts the COVID-19 Vaccination Verification Policy (HS-30.8), as attached.

### Origin

In accordance with Public health and workplace safety measures in Step Three set out in [Ontario Regulation 364/20: Rules for Areas at Step 3](#) under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020 \(ROA\)](#), the Medical Officer of Health for the Simcoe Muskoka District Health Unit (SMDHU) issued a [letter of instruction](#), dated September 1, 2021 strongly recommending that all employers implement a workplace vaccination policy to protect workers from COVID-19.

### Analysis

Pursuant to Section 25 of the Occupational Health and Safety Act, the Township of Lake of Bays is committed to providing a safe working environment and to take every precaution reasonable in the circumstances for the protection of our employees.

This has included active screening and contact tracing upon entry to all municipal buildings, mandatory masking, provision of personal protective equipment, setting out of physical distancing requirements, encouraging frequent hand washing and hand sanitizing, enhanced cleaning of municipal facilities, room and vehicle capacity limits, plexi-glass barriers at our front counters, and working from home arrangements.

In adherence to the regulations defined by the Province of Ontario and the Simcoe Muskoka District Health Unit, to help protect and minimize the risk of transmission of COVID-19, the attached Vaccination Verification Policy (HS-30.8) has been drafted.

The policy outlines the Township's requirements with respect to the COVID-19 vaccination and to provide direction on the requirements to provide proof of vaccination, or a bona fide exemption, and conditions for attending the workplace without vaccination.

This policy will apply to all Township employees, contractors, volunteers, students and members of Council and committees.

### **Financial Implications:**

Currently the Township can obtain rapid antigen tests through the province at no cost. If coverage by the province is suspended, the cost of the rapid antigen tests will be the full responsibility of the employee.

### **Alternatives**

Option 1: Adopt a Vaccination Verification Policy

Option 2: Maintain status quo and do not implement a Vaccination Verification Policy.

### **Linkage to the Community-Based Strategic Plan**

This report represents the following strategic priorities:

- Engage and communicate openly with the community.

### **Approvals**

**Prepared by:**

**Carrie Sykes**, Dipl. M.A., CMO, AOMC  
Director of Corporate Services/Clerk

### **References**

- [Ontario Regulation 364/20: Rules for Areas at Step 3](#)
- [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020 \(ROA\)](#)
- Dr. Charles Gardner, Chief Medical Officer of Health, Simcoe Muskoka District Health Unit (SMDHU) [letter of instruction](#), dated September 1, 2021

TOWNSHIP OF LAKE OF BAYS PROCEDURE MANUAL			
Chapter:	Health and Safety	Index No.	HS-30.8
Section:	Pandemic	Effective Date:	Nov 9/21
Subject:	<b>Vaccination Verification Policy</b>	Revision Date:	
		Page:	Page 1 of 5

## **1 PURPOSE**

- 1.01 The purpose of this policy is to outline the Township's requirements with respect to the COVID-19 vaccination and to provide direction on the requirements to receive the COVID-19 vaccination, provide proof of vaccination, or a bona fide exemption, and conditions for attending the workplace without vaccination.

## **2 POLICY**

- 2.01 The Township is committed to providing a safe working environment and to take every precaution reasonable in the circumstances for the protection of our employees.

- 2.02 In conjunction with the requirements and guidelines defined by the Province of Ontario and the Simcoe Muskoka District Health Unit, to help protect and minimize the risk of transmission of COVID-19 within the workplace and in the community, all Township employees, contractors, volunteers, students, members of Council and committees are required to be fully vaccinated for COVID-19, unless a bona fide medical or human rights exemption is provided.

### **2.03 Application**

This policy applies to all Township employees, contractors, volunteers, students and members of Council and committees (all of whom will be referred to as employees in this policy).

Employees in various Township operations may be subject to different requirements under government directives, regulations, orders and/or legislation based on their specific roles and responsibilities, in which case, the more stringent protocols apply.

Application of this policy is not conditional upon the nature of the work or the way it is undertaken (e.g. face-to-face or virtual, working in-office or in the community or in a home setting).

The Chief Administrative Officer has the delegated authority to amend this policy, as needed, with minimal notice to meet changing health unit or provincial or federal government requirements.

TOWNSHIP OF LAKE OF BAYS PROCEDURE MANUAL			
Chapter:	Health and Safety	Index No.	HS-30.8
Section:	Pandemic	Effective Date:	Nov 9/21
Subject:	<b>Vaccination Verification Policy</b>	Revision Date:	
		Page:	Page 2 of 5

#### 2.04 Definitions

- a) Coronavirus (COVID-19) – is an infectious disease caused by the SARS-CoV-2 virus.
- b) Fully Vaccinated – an individual is considered fully vaccinated when they meet all the applicable requirements as defined by Health Canada.
- c) Unvaccinated – an individual is considered unvaccinated if they have not provided proof of being fully vaccinated as defined in this policy.
- d) Proof of Exemption – valid medical, religious, or any other reason protected under the Ontario Human Rights Codes for not being vaccinated now or in the future.
- e) Workplace – any place, land, premises, location or thing at, upon, in or near which a worker works in an occupation.

### 3 PROCEDURES

#### 3.01 Proof of Vaccination

All employees are required to provide proof of their vaccination status by submitting a copy of the COVID-19 vaccine series that is approved by Health Canada by **December 15, 2021**.

- a) Employees shall provide proof of vaccination by:
  - i) Presenting their COVID-19 Enhanced Vaccination Certificate (with QR code) to a member of the Human Resources Department in-person or by emailing a copy to [ntyehr@lakeofbays.on.ca](mailto:ntyehr@lakeofbays.on.ca)
  - ii) The QR code can be obtained from the provincial COVID-19 vaccination portal <http://covid19.ontariohealth.ca> or by calling the Provincial Vaccine Booking Line at 1-8333-943-3900.
  - iii) The Human Resources Department shall verify the documentation provided and maintain a record that the employee has provided such documentation.
  - iv) Once verified, the PDF copy provided by an employee will be deleted (i.e. a copy will not be retained by the Township)

TOWNSHIP OF LAKE OF BAYS PROCEDURE MANUAL			
Chapter:	Health and Safety	Index No.	HS-30.8
Section:	Pandemic	Effective Date:	Nov 9/21
Subject:	<b>Vaccination Verification Policy</b>	Revision Date:	
		Page:	Page 3 of 5

### 3.02 Vaccination Exemption

- a) Employees who are not able to obtain a COVID-19 vaccine for a reason related to a medical or protected ground set out in the Ontario Human Rights Code (OHRC), **may** request accommodation under this policy in writing to their Department Manager and/or the Human Resources Department:
  - i) The request for medical accommodation must be from either a physician or nurse practitioner licensed to practice in Ontario.
  - ii) The request for human rights accommodation must include the protected ground(s) being invoked and supporting information or documentation to validate the exemption.
- b) Employees who are approved for accommodation are required to undergo rapid antigen testing at a frequency determined by the Township and provide verification of test results.

### 3.03 Non-Vaccinated Status

Employees who remain unvaccinated by **December 15, 2021**, and who are not on an approved accommodation plan are required to:

- a) Complete a COVID-19 educational program that addresses:
  - 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; and
  - Possible side effects of COVID-19 vaccination.
- b) Submit to regular COVID-19 rapid antigen testing outside of work hours, at intervals as determined by the Township, and in consultation with public health.
- c) Provide a negative test result before commencing work. An employee who has not provided the required proof of COVID-19 testing will not be permitted in the workplace.
- d) The cost of the rapid antigen tests will be the full responsibility of the employee, if coverage by the Province is suspended.
- e) The employee shall provide proof of test results to the Human Resources Department by emailing a copy or photo of the test result to [ntyehr@lakeofbays.on.ca](mailto:ntyehr@lakeofbays.on.ca) .
  - i) The Human Resources Department shall verify the documentation provided and maintain a record that the employee has provided such documentation.
  - ii) Once verified, the documentation provided by each employee will be deleted (i.e. a copy will not be retained by the Township)

TOWNSHIP OF LAKE OF BAYS PROCEDURE MANUAL			
Chapter:	Health and Safety	Index No.	HS-30.8
Section:	Pandemic	Effective Date:	Nov 9/21
Subject:	<b>Vaccination Verification Policy</b>	Revision Date:	
		Page:	Page 4 of 5

### 3.04 **Workplace Protocols**

Employees must adhere to all health and safety protocols at all times while in the workplace, including daily health screening, mandatory mask wearing, physical distancing, hand hygiene, enhanced cleaning measures and the use of personal protective equipment to reduce the spread of COVID-19 in the workplace.

### 3.05 **Non-Compliance**

Non-compliance with this policy may result in progressive discipline up to and including termination.

### 3.06 **Collection of Information and Confidentiality**

Personal information received pursuant to this policy and relating to an employee's vaccination status will:

- a) Be collected only as necessary and reasonable to achieve the purposes of this policy, including protecting the health and safety of employees and clients, limiting the spread of COVID-19 in the workplace and compliance with applicable laws.
- b) Be treated in compliance with the Municipal Freedom of Information and Protection of Privacy Act (FIPPA). Vaccine status information will only be used to the extent necessary for the implementation of this policy, for administering health and safety protocols and infection and prevention control measures in the workplace.

### 3.07 **Responsibilities**

- a) Employees are responsible to:
  - i) Follow all health and safety policies and protocols in the workplace to prevent the spread of COVID-19.
  - ii) Continue to self-monitor for signs and symptoms of COVID-19.
  - iii) Remain informed about COVID-19 and COVID-19 vaccination as it relates to their role, personal health and/or professional requirements.
  - iv) Declare their COVID-19 vaccination status and meet the requirements outlined in this policy.
  - v) Complete any required education or training about COVID-19, as required.
  - vi) Participate in rapid antigen testing and submit results, if not fully vaccinated, at intervals determined by the Township.
  - vii) Adhere to any additional mandates or directives or reporting requirements from the Simcoe Muskoka District Health Unit and provincial authorities.

<b>TOWNSHIP OF LAKE OF BAYS PROCEDURE MANUAL</b>			
Chapter:	Health and Safety	Index No.	HS-30.8
Section:	Pandemic	Effective Date:	Nov 9/21
Subject:	<b>Vaccination Verification Policy</b>	Revision Date:	
		Page:	Page 5 of 5

- b) Managers are responsible to:
  - i) Continue to enforce and promote workplace protocols that limit the spread of the COVID-19 virus.
  - ii) Communicate this policy to employees and ensure compliance.
  - iii) Support rapid antigen testing where appropriate.
- c) Human Resources is responsible to:
  - i) Collect and maintain vaccination status information in accordance with privacy legislation.
  - ii) Assist managers with any employee or health and safety issues arising from application of this policy.
  - iii) Review and validate any requests for accommodation pursuant to the Code.
  - iv) Provide guidance and support to managers to assist with developing and managing employee accommodation plans.
  - v) Ensuring a COVID-19 education course is available to employees and maintaining training completion records.
  - vi) Ensuring all future hires are aware and meet the requirement of this policy.
- d) Chief Administrative Officer is responsible for:
  - i) Ensuring that this policy exists, and the details contained herein are maintained.
  - ii) Ensuring service specific processes comply with corporate standards and government regulations, orders, and directives.

#### 4 REVISION CONTROL

Revision Date	Revision	Effective Date