

POLICY TITLE	COVID-19 Mandatory Vaccination
CATEGORY	Administrative
POLICY NUMBER	ADMIN 049
POLICY OWNER	City Manager's Office
ACCESS	Public

PURPOSE

The purpose of this policy is to require that all City employees and volunteers be fully vaccinated against COVID-19.

Vaccination is a reasonable measure that supports the City's commitment to minimizing the ongoing health and safety hazards and operational impacts of COVID-19 in relation to employees, volunteers, the public we interact with and the safety of the community overall.

SCOPE

This policy applies to (1) all City employees including, but not limited to, employees who work inside City worksites, work outdoors and work remotely, and (2) all City volunteers.

This policy is consistent with the current practice of the City to make it a condition of employment of new employees and volunteers that they must be fully vaccinated against COVID-19.

DEFINITIONS

fully vaccinated

A person is fully vaccinated when they have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines that are accepted by the BC Centre for Disease Control.

POLICY STATEMENTS

1. Requirements

- 1.1. Each employee and volunteer must disclose their vaccination status, and provide updates to their vaccination status, to the City in accordance with the process and timelines determined by the City.

- 1.2. Each employee and volunteer must be fully vaccinated, and provide proof of vaccination in a manner and form that is acceptable to the City, before December 6, 2021.
- 1.3. This policy is in addition to, and all City employees and volunteers are required to continue to follow, the City's COVID-19 policies, procedures and requirements as well as related public health requirements or guidelines in BC.

2. Human Rights Accommodations

- 2.1. An employee who is unable to be fully vaccinated due to a medical condition or other ground protected by the *BC Human Rights Code* may request an accommodation in relation to the requirement to be fully vaccinated.
- 2.2. Employees seeking an accommodation should make the request as soon as possible, and will be required to provide support for the basis of the request, including providing any information reasonably requested by the City.
- 2.3. The City will assess the merits of the accommodation request and consider the accommodation options, if any, as appropriate. The City reserves the right to request further information in order to assess a request for accommodation. The availability and type of accommodation may differ in each case.

3. Consequences of Non-Compliance

- 3.1. Employees who do not comply with this policy, and who do not receive a human rights accommodation from the City, will not be allowed to carry out their employment duties. Such employees will also not be permitted to:
 - a. access any City worksite or property for the purposes of carrying out their employment duties; or
 - b. carry out their employment duties or conduct City business anywhere including remotely.

Such non-compliant employees will be placed on an unpaid leave of absence effective December 6, 2021 and, upon further review, may be subject to further employment consequences up to and including termination.

- 3.2. Providing false or misleading information may result in discipline up to and including termination.
- 3.3. Volunteers who do not comply with this policy will not be allowed to carry out their volunteer duties and may be subject to consequences including termination of their volunteer assignment.

4. Privacy

- 4.1. Any personal information submitted by an employee or volunteer to the City under this policy will be collected, retained and protected by the City in accordance with the *BC Freedom of Information and Protection of Privacy Act* ("FIPPA").

4.2. The City will only use personal information submitted by an employee or volunteer under this policy to carry out the purposes of this policy and in accordance with FIPPA.

5. Duration and Review

5.1. Due to the evolving nature of the COVID-19 pandemic, this policy will be reviewed periodically and may be amended or revoked as circumstances warrant.

APPROVAL HISTORY

Version 1 approved by:	City Manager	10/27/2021
	Chief Human Resources Officer	10/27/2021
	City Solicitor	10/27/2021