



Topic:	Mandatory COVID-19 Vaccination Policy	Affects:	All Employees, including Students and Volunteers, Elected Officials, Contractors/Subcontractors, Community Partners
Section:	Human Resources	Replaces:	
Original Policy Date:	September 13, 2021	Revision Date:	December 1, 2021
Effective Date:	September 13, 2021	Next Revision Date:	As Required
Prepared By:	Human Resources	Approval Authority:	CAO

1. **POLICY STATEMENT**

The health and safety of Town employees is a top priority. The Town of Aurora is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19. The Mandatory COVID-19 Vaccination Policy ("the policy") is a key element in the protection of Town employees against COVID-19 and is designed to maximize COVID-19 vaccination rates among Town employees as one of the critical control measures against the COVID-19 virus. To this end Town employees, students and volunteers are required to be vaccinated against COVID-19.

2. **PURPOSE**

The purpose of this policy is to protect the health and safety of all employees and visitors to Town facilities. 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 its variants. Given the continuing spread of COVID-19, the compelling data demonstrating a higher incidence of COVID-19 among the unvaccinated population and the increasing levels of contact between individuals as businesses, services, and activities have reopened, it is important for Town employees, students and volunteers to be fully vaccinated in order to protect themselves against serious illness from COVID-19 as well as to provide indirect protection to others, including colleagues.

3. **SCOPE**

This policy applies to all Town of Aurora employees, volunteers and students. For the purpose of this policy only, reference to "employees" shall also be read to include volunteers and students. New Town of Aurora employees are required to be fully vaccinated against COVID-19 as a condition of employment.

This policy also applies to contractors/subcontractors or consultants acting on behalf of the Town, as well as community partners that lease or license Town-owned property, their employees and invitees, that either enter into Town-owned facilities or buildings or have in-person communications with Town employees indoors. Notwithstanding the dates set out in this policy, the individuals set out in this

paragraph must comply with this policy prior to entering into any Town-owned facility or building or prior to meeting with Town employees.

Elected Officials are required to comply with all Health and Safety Policies in the workplace. Therefore, the requirements of this policy apply to members of Council as well.

4. DEFINITIONS

Vaccine Receipt: Official Ministry of Health issued document that verifies immunization status, the official receipts will identify your name, vaccine received, vaccine dose and the Authorized Organization.

5. RESPONSIBILITIES

Manager/Supervisor

- All levels of management are responsible for the administration of this Policy
- Managers are expected to lead by example, and;
- Ensure employees complete any required education or training about COVID-19, including regarding vaccinations and safety protocols

Employees

- Employees are expected to provide disclose their vaccination status and provide proof of full vaccination to the Town
- Follow all health and safety policies and protocols, and;
- Complete any required education or training about COVID-19, regarding vaccinations and safety protocols.

Manager, Human Resources

- Collect and safeguard employee vaccination status information, including vaccination receipts and exemption forms
- Monitor and review the submissions of the vaccination form and inform employee's respected Manager/Supervisor of their team's overall vaccination status
- Answer questions from Managers and Employees with respect to the Policy
- Deploy Vaccination Training, where applicable
- Provide accommodation with employees related to this policy, where applicable

6. PROCEDURE

6.1 VACCINATION REQUIREMENT

All Town of Aurora employees are required to be fully vaccinated with a COVID-19 vaccine series by October 30, 2021. For a two dose vaccine series, employees must receive one dose of COVID-19 vaccine by September 30, 2021 and two doses of COVID-19 vaccine by October 30, 2021. For a single dose vaccine series (e.g. Johnson and Johnson), employees must receive the dose by October 30, 2021.

6.2 PROOF OF VACCINATION

The Town of Aurora requires all staff provide proof of vaccination by October 30, 2021. Proof means documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization or through the province's vaccine verification application – whichever one is less intrusive to the employee. Employees must disclose their vaccination status to the Town in accordance with the established process by no later than September 15, 2021.

Employees who, by September 15, 2021, disclose that they have not received two doses of COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), or who have not disclosed their vaccination status as required, shall attend mandatory education on the benefits of vaccination, in addition to complying with the obligations identified under "Vaccination Requirement" above.

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.

The Town will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, or through the province's vaccine verification application, in accordance with privacy legislation. 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.

6.3 CONTINUED COMPLIANCE WITH ALL HEALTH AND SAFETY PRECAUTIONS

Unless a legislated or regulatory exemption applies, all Town of Aurora employees are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls, such as: COVID-19 Screening, using Personal Protective Equipment (wearing a mask or face covering, goggles, face shields), maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms. Employees who remain unvaccinated due to a substantiated Human Rights Code related accommodation or medical exemption may be required to take additional infection and prevention control measures, including providing proof of a negative COVID-19 test, as well as self-isolate if exposed to COVID-19.

6.4 ACCOMODATIONS IN ACCORDANCE WITH THE HUMAN RIGHTS CODE

Employees who are not able to obtain a COVID-19 vaccine for a reason related to a protected ground set out in the Ontario Human Rights Code, can request accommodation, using the Town's Human Resources policies and procedures and cooperating in the accommodation process.

All accommodation requests require written proof of the need for accommodation. For example, in the case of a request for a medical accommodation, medical documentation from a physician or nurse practitioner, including whether a medical reason is permanent or time-limited.

6.5 ONGOING MONITORING AND ASSESSMENT OF COVID-19 WORKPLACE SAFETY MEASURES

The Town 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 in the workplace and the public that they serve. To that end, and in consultation with York Region Public Health and occupational health and safety experts, the Town 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 Town may decide to deploy new measures (including at an individual level) to protect employees and the public from COVID-19, and may amend this policy accordingly and/or communicate the required precautions to

impacted employees

6.6 CONSEQUENCES OF NON-COMPLIANCE WITH POLICY

All employees are required to disclose their vaccination status by September 15. Staff who have not been vaccinated or who do not disclose their vaccination status by September 15 will be required to attend mandatory education on the benefits of vaccination. All staff will then need to provide proof of full vaccination by October 30.

Employees who do not comply with this policy may be subject to discipline, up to and including dismissal.

If a contractor/subcontractor or consultant acting on behalf of the Town, or a community partner that leases or licenses Town-owned property does not comply with this policy, it will be considered a breach of the terms of the contract or agreement entered into with the Town and the Town shall be entitled to take such rights or remedies that may be available to it, in law or in equity.

7. REFERENCES

ONTARIO HUMAN RIGHTS CODE, R.S.O, 1990, c. H.19

[POLICY ATTESTATION FOR CONTRACTORS & SUBCONTRACTORS](#)