
SECTION:	HUMAN RESOURCES AND CORPORATE SAFETY
DEPARTMENT/DIVISION:	CITY MANAGER'S OFFICE / HUMAN RESOURCES AND CORPORATE SAFETY
SUBJECT:	MANDATORY COVID-19 VACCINE DISCLOSURE

POLICY STATEMENT

The Corporation of the City of Thunder Bay (the "City") is committed to reduce the risk of COVID-19 in the workplace and to provide a safe work environment for our employees and members of the public with whom we interact, by putting in place a program to ensure identified employee groups are fully vaccinated against COVID-19, or are regularly tested for COVID-19.

COVID-19 is a highly contagious virus and the COVID-19 "variants of concern" have a higher rate of transmission and increase in the severity of illness caused by COVID-19. COVID-19 vaccination is a critical and effective measure for the hazard of COVID-19. Vaccinations and other health and safety precautions have shown to be effective in reducing COVID-19 transmission and severity.

The *Occupational Health and Safety Act, 1990* requires that the City of Thunder Bay take every precaution reasonable in the circumstances for the protection of workers. The City of Thunder Bay recognizes the importance of immunization to reducing the risk of serious infection and transmission of infection among its staff.

This Policy is subject to change based on evolving scientific evidence and Public Health directives/guidance.

PURPOSE

The purpose of this Policy is to provide guidelines pertaining to the expectations and requirements of employees, volunteers, students and contractors of the City of Thunder Bay with respect to COVID-19 vaccination.

LEGISLATIVE FRAMEWORK

- *Occupational Health and Safety Act, 1990*
- *Ontario Human Rights Code*
- *Municipal Freedom of Information Protection and Privacy Act (MFIPPA)*

SCOPE

This Policy applies to those City of Thunder Bay employees, contractors, students and volunteers expressly identified by the City (the "Covered Individuals").

DEFINITIONS

‘**Fully vaccinated**’ means having received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by Health Canada; the final dose of a COVID-19 vaccine administered at least 14 days prior.

‘**Vaccinated**’ means to be “fully vaccinated”.

‘**Proof of full vaccination**’ means the COVID-19 vaccination receipts issued by the Ontario Ministry of Health, other province or territory or international equivalent confirming the person is fully vaccinated, with a vaccine approved by Health Canada. A Covered Individual must provide vaccination receipts for each dose received (which will vary depending on the vaccine), as well as any subsequent dose, booster or boosters, that may be required or recommended by the Public Health Canada and/or our Public Health Unit.

‘**Covered Individuals**’ means all City of Thunder Bay employees, students, volunteers and Members of Council. The Policy also applies to all contractors identified in Directives and Instructions issued by the Office of the Chief Medical Officer of Health.

TERMS & CONDITIONS

Subject to the qualifications below, the City of Thunder Bay strongly urges each employee to get fully vaccinated against COVID-19. Vaccination includes any subsequent dose, booster or boosters that may be required or recommended by the Public Health Canada and/or our Public Health Unit.

All Covered Individuals are required to provide proof of COVID-19 vaccine administration by **September 24, 2021**. It is hoped that this notice will provide time for more Covered Individuals to seek vaccinations. Any employee who does not provide proof of vaccination will be treated as a non-vaccinated employee.

The City of Thunder Bay will verify and document the vaccination status of Covered Individuals, and will not retain a copy of the COVID-19 vaccination receipts. All vaccination records will be securely stored and information on vaccination status will not be disclosed to any third party without employee consent.

Employees who have not been vaccinated, or who do not disclose their vaccination status, will be required to complete mandatory education on the benefits of COVID-19 vaccination by **October 1, 2021**.

Effective **November 1, 2021**, employees who have not been fully vaccinated, or who do not disclose their vaccination status, will be required to submit to regular rapid antigen testing for COVID-19 and provide proof of a negative rapid antigen test for COVID-19. Testing will be required at intervals determined by the City of Thunder Bay in consultation with Public Health, and will continue indefinitely until the individual provides proof of full vaccination against COVID-19, or until Public Health guidance dictates otherwise.

Employees on approved leave of absence are not required to comply with the above as long as they remain on the leave of absence. Employees must comply with the vaccination requirements of this Policy upon their return to work.

New employees must review the COVID-19 Policy before they begin employment with the City and comply with vaccination requirements of this Policy prior to commencing their employment, assignment, or placement into positions where this Policy applies. This Policy shall form one of the conditions of employment which new employees accept as part of an offer of employment into such positions.

PRIVACY

All Information relating to an individual's proof of vaccination against COVID-19, and proof of COVID-19 testing will be treated in compliance with the *Municipal Freedom of Information and Protection of Privacy Act*.

ACCOMMODATION

Despite any other provision in this policy, the City will comply with its duty to accommodate under the *Ontario Human Rights Code*.

Employees requiring any *Ontario Human Rights Code* accommodations under this Policy may request accommodations by advising their manager. The City of Thunder Bay is committed to fulfilling its obligations under the *Ontario Human Rights Code*.

COMPLIANCE

In accordance with City of Thunder Bay Human Resources policies, collective agreements and applicable legislation, any non-compliance with the Mandatory COVID-19 Vaccine Disclosure Policy will result in a meeting with the employee and union representative, if applicable, and may be subject to discipline up to and including termination of employment.

APPROVED BY:	City Council	Date:	September 13, 2021 12:00 AM
Replacing/Amending:	New		
Originating Department:	City Manager's Office/Human Resources and Corporate Safety		
Contact:	Director, Human Resources and Corporate Safety		
Departmental Procedural Manual:	Yes		
Affected Departments:			