

Vaccination (COVID-19) Policy

Purpose

XXXXXX fosters and maintains a healthy and safe environment in the best interests of all Employees, Children and Families, Community Partners and all stakeholders.

Policy

All employees will receive a full dose of COVID-19 vaccine as a condition of continued and new employment, unless exempt.

Definitions:

COVID-19 means the disease caused by the SARS-CoV2 virus, including any new strains of such virus.

Exempt means an exemption from the requirement to receive a Vaccine pursuant to the Exemptions in this policy.

Vaccine means a full dose of a vaccine for the SARS-CoV2 virus which has been approved for use by Health Canada on an interim or permanent basis.

Procedure

XXXXXX staff will be required to confidentially self-declare their vaccination status by a specified date through a self-declaration process provided.

Those who report a “fully vaccinated” status may be prompted to provide verification by submitting their applicable Alberta Health Services or other public health authority forms. Failure to provide the required declaration or documentation or providing a false or misleading declaration may result in discipline.

Exemptions:

An employee may request an exemption from the requirement to receive a Vaccine by submitting to the Human Resource Manager, a request for exemption based on one of the following:

- a) A medical condition which, in the opinion of a physician, renders the Employee unable to safely receive a Vaccine, provided that such request is submitted with a note or letter from such physician confirming the need for an exemption.
- b) A sincerely held religious belief or practice which prohibits the Employee from receiving a Vaccine, provided that such request is submitted with records which reasonably establish such belief or practice.

- c) A reason other than (a) or (b) above, along with such information XXXXXX may reasonably require to consider the request to be Exempt, and its impact on the health and safety of the workplace.

Upon receipt of a request from an Employee to be exempt, XXXXXX shall consider the request in accordance with human rights legislation (where applicable) Exemptions will be determined by a committee comprised of members from XXXXXX’s leadership team. Decisions shall be communicated in writing to such Employee whether the request is granted or refused. A copy of this decision will be kept on the employee’s personnel file.

XXXXXX may consider reasonable alternatives which would address the risk of COVID-19 where an exemption is granted and may modify the terms and conditions of the Employee’s employment where necessary to achieve a reasonable accommodation.

XXXXXX shall take reasonable steps to ensure that the information provided by Employees pursuant to this Policy is treated as confidential, is only made available to those persons who have a demonstrated need to know the information, and is maintained only for such time as it is necessary.

Employees who are not deemed as exempt and fail or refuse to comply with this Policy will be subject to the following:

- Being placed on an unpaid leave of absence until such time as the Employee complies with this Policy
- Consideration of weekly rapid Covid-19 testing and proof of negative results

This policy will be reviewed in accordance with updates pertaining to COVID-19 on a six-month basis, or, sooner if deemed necessary.

Other Related Forms:

Vaccination (COVID-19) Front-Line Employee Agreement

References:

Date of Board Approval	September 3, 2021	
Date Last Amended		Replacing Version Dated: NEW