

## **Mandatory COVID-19 Vaccination Policy for Employees and Volunteers**

### **Frequently asked Questions**

#### **Why is vaccination required for all employees and volunteers?**

This requirement prioritizes the health and safety of our employees, volunteers and participants and considers the vulnerable communities we serve and the presence of children in our programs, services and facilities – many of whom are too young to be vaccinated at this time. We must do everything we can to ensure everyone's health and safety.

Due to the rising number of COVID-19 and variant cases. Similar policies are being implemented by many employers across the province, country and around the globe including others in the childcare sector, levels of government, hospitals, post-secondary institutions, and all federally regulated employers including banks, telecommunications companies, and airlines. We are joining their efforts to help increase the rates of vaccination in our communities.

#### **Can employees and volunteers who are not vaccinated attend the workplace until October 1st?**

Yes. All employees and volunteers, free of COVID-19 symptoms and wearing a mask, can attend the workplace until October 1st to meet the vaccination requirement (minimum of 1<sup>st</sup> dose by October 1<sup>st</sup>). However, in the interest of safety, we strongly encourage everyone to be vaccinated as quickly as possible. Keep in mind that the interval between some vaccines (i.e., Pfizer and Moderna) is 28 days.

#### **Are we offering accommodations for employees and volunteers who can't be vaccinated?**

XXXXXX will accommodate employees and volunteers who decline to get vaccinated for reasons protected by the *Human Rights Code*. Forms for applying for a medical exemption will be available upon request from Human Resources.

Requests for exemptions based on the *Human Rights Code* will be reviewed on a case-by-case basis. Appropriate accommodation will be determined individually and will include regular COVID-19 testing. Further accommodation such as additional PPE (Personal Protective Equipment) may also be offered.

#### **What proof will I have to provide for my vaccination?**

All employees and volunteers are required to upload copies of vaccination receipts. Pictures of the paper receipt will be accepted, if it is legible.

In addition, official vaccine records are available at [myhealth.alberta.ca/myhealthrecords](https://myhealth.alberta.ca/myhealthrecords). A PDF copy can be saved and uploaded to our system as proof of vaccination.

If a province-wide vaccination passport is created, we will notify you of other ways to confirm your vaccination status.

#### **I currently work from home. Why does this policy apply to me?**

XXXXXX policies are applied equitably across the Organization. Similarly, all employees undertake police records checks whether they work with vulnerable people or not.

In addition, we know that the vaccine helps build immunity across our community. Broader levels of immunity will help support a safer return to work for all of us, including those who currently work from home.

**Will my employment or my volunteering be terminated if I am not being vaccinated?**

Employees and volunteers have ample time to get vaccinated or to determine whether a medical or other *Human Rights Code* exemption is applicable. Your XXXXXX team is also here to provide information, education, and help getting access to vaccines.

Once we have exhausted all options to support you, and if you have not received at least your first dose of vaccine by the deadline of October 1<sup>st</sup>, 2021 (or been confirmed for an exemption) next steps will be determined, which will begin with an (unpaid) leave of absence.

**If I have a medical or other *Human Rights Code* exemption for the vaccine, will I be able to come to the workplace freely?**

Employees and volunteers that have received exemption will be required to undergo a Rapid Antigen COVID-19 test (which can be self-administered) and receive a negative result before entering the workplace. The frequency of testing will depend on how often you work in person and could be 2-3 times per week. All details and instructions will be provided.

**Can I schedule time during work to get vaccinated?**

Employee and volunteers not able to book a vaccine appointment outside of work hours, may use regular working hours (up to 3 hours) to cover the time. This time must be pre-approved by your supervisor, to ensure your shift is covered. Please code hours that you are away due to your vaccine appointment as regular hours.

**How will you protect the privacy of my vaccination information?**

Employee and volunteer vaccination information will be gathered and stored through our secure Learning Management System. Access to the data collected will be restricted to those on the human resources team that need to administer it. This is a secure technology platform, and currently also the platform we use for our Police Information Check Upload process.

**Is vaccination required for members and participants?**

Currently, mandatory vaccination applies to employees and volunteers only. Work is underway to determine the approach for participants, members and other visitors and more information will be communicated as soon as possible.

**Are newly hired employees and volunteers required to be vaccinated?**

Yes, as an Organization-wide policy, all employees and volunteers regardless of tenure are required to comply. All external job postings and volunteer information is currently being updated to state that new employees and volunteers will need to show proof of vaccination or a valid exemption as a condition of their employment or volunteer role. .

**Who can assist me with any required vaccination policy questions?**

Email XXXXXX and Human Resources will respond to your inquiry.