

HUMAN RESOURCES POLICY – COVID-19 VACCINATION POLICY

Introduced: 2021

Last Revised Date: November 2021

Next Review Date: 2022

Approved by: President & CEO

Current Review: 2021

Related Policies: Health & Safety, Termination Policy, Volunteer Management Policy

Purpose

XXXXXX is committed to upholding its obligations under *Alberta's Occupational Health and Safety Act*, which include taking all reasonable measures to protect the health and safety of its employees. XXXXXX therefore has a duty to try to protect its workers against COVID-19 and its variants of concern.

In line with the guidance and position of Canadian and global public health authorities, vaccination provides the best and safest protection against COVID-19 transmission and reduces the risk of workplace and community spread. In order to protect the health and safety of its employees, subject at all times to the provisions of the *Alberta Human Rights Act*, this policy requires XXXXXX employees to obtain full vaccination status against COVID-19 as a condition of employment and requires all employees, contractors and visitors to obtain full vaccination status against COVID-19 as a condition of being allowed to enter XXXXXX locations.

The information collected from employees, contractors and visitors pursuant to this policy will be used to determine who can access XXXXXX locations. It may also be used to manage the employment relationship. Please direct any questions regarding the collection, use or disclosure of personal information to XXXXXX (XXXXXX@XXXXXXX.ca).

Definition

For the purposes of this policy, fully vaccinated means that the employee has:

- 1) Received either a single dose of a 1-dose COVID-19 vaccine, or two doses of a 2-dose COVID-19 vaccine, both as approved by the Government of Canada; and
- 2) Has completed the requisite waiting period for achieving maximum immunity as indicated by the Government of Canada, which is 14 days.

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Philosophy

XXXXXX encourages all its employees to obtain a COVID-19 vaccination as the best protection against COVID-19. Effective December 1, 2021, employees, contractors and visitors must provide proof that they are fully vaccinated in order to access XXXXXX locations.

Employees, contractors and visitors who have not provided proof that they are fully vaccinated will be unable to access XXXXXX locations.

Responsibility

- Employees who obtain a COVID-19 vaccination appointment during their regularly scheduled work hours shall notify their supervisor and be allowed to attend such appointment for up to 3 hours without loss of pay.
- Employees will be required to provide proof of vaccination to XXXXXX by November 17, 2021 and before regular entry to XXXXXX locations is permitted after being fully vaccinated.
- Contractors and visitors to XXXXXX locations must provide proof of vaccination to the XXXXXX employee hosting them prior to being allowed entry.
- XXXXXX shall view vaccination information solely for the purposes of confirming compliance with this policy and shall not retain a copy of the vaccination information following review, ensuring any XXXXXX record of same is destroyed. Employees, contractors and visitors who provide the XXXXXX with proof of vaccination under the terms of this policy are deemed to have consented to the XXXXXX's collection and use of that information for the purposes indicated.
- All new hires will be required to provide proof of vaccination as a condition of employment, subject to the requirements of the *Alberta Human Rights Act*.
- All XXXXXX employees expecting any external guests are responsible for confirming proof of vaccination prior to entering any XXXXXX location.

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Principles

- Employees who are seeking an exemption from this policy on the basis of a protected ground under the *Alberta Human Rights Act* must request the exemption in writing and advise the XXXXXX of the basis for the exemption. Such request should be directed to XXXXXX. An employee who seeks an exemption will be required to provide such reasonable supporting documentation as may be requested by the XXXXXX and as permitted by applicable human rights legislation, which the XXXXXX will consider in its discretion. Medical information available as of the date of this policy allows for only a very few legitimate, *bona fide* reasons requiring medical accommodation.
- Employees who provide XXXXXX with supporting documentation under the terms of this policy are deemed to have consented to the XXXXXX's collection and use of that information for the purposes indicated. XXXXXX will provide reasonable accommodations to employees who genuinely require them under applicable human rights legislation, up to the point of undue hardship.
- All employees, contractors and visitors who attend the XXXXXX locations and facilities remain required to comply with any XXXXXX policies and procedures, as may be implemented or amended from time to time, regarding masking, physical distancing and other measures put in place to protect against the transmission of COVID-19 and its variants of concern, in accordance with public health guidance and legislation.

Procedures

As with all other XXXXXX health and safety policies, failure to comply with this policy may result in discipline up to and including termination of employment.

This policy is effective as of December 1, 2021, and may be amended from time to time, including as public health and governmental authorities release further guidance on COVID-19 response measures.