



# SCUGOG MEMORIAL PUBLIC LIBRARY

<b>POLICY TYPE / NUMBER:</b>	BOARD 'B21'		
<b>POLICY TITLE:</b>	'Workplace COVID-19 Vaccination Policy'		
<b>AUTHORITY / CREATED:</b>	Board	September 9, 2021	Updated:

## POLICY STATEMENT:

The Scugog Memorial Public Library Board (SMPL) has an obligation under Provincial legislation to take all necessary precautions to protect the health and safety of its workforce and is committed to providing excellent service to our community and to building trust and confidence in local government services.

To help reduce the risk of COVID-19 transmission, this **Workplace COVID-19 Vaccination Policy** is an important measure that complements other workplace health and safety measures in place in accordance with any applicable governing legislation.

Our policy is in line with Regional and Provincial Public Health guidance and supports the direction that vaccines provide a high level of protection against COVID-19 and related variants. Receiving two doses of a two-dose COVID-19 vaccine series or one dose of a one-dose COVID-19 vaccine series in accordance with current public health and/or provincial requirements as prescribed is the best defense against the virus.

The Library is demonstrating its commitment to promoting vaccinations to ensure the health and safety of all members of its workforce and the broader Scugog community.

## GENERAL OVERVIEW:

The purpose of this policy is to outline the Library's requirement with regard to COVID-19 vaccination and provide direction to employees on the requirement to receive the COVID-19 vaccination, provide proof of vaccination or a bona fide medical or human rights exemption and conditions for attending work without vaccination.

## DEFINITIONS:

### COVID-19

A virus belonging to a large family called coronavirus which includes the virus that causes the common cold and more severe disease such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS-COV). The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.

**Vaccine**

For the purposes of this Policy, a Vaccine is defined as a substance used to stimulate the production of antibodies and provide immunity against SARS-CoV-2.

**Fully Vaccinated**

Having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines authorized or approved by the World Health Organization (WHO) (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); having received the final dose of the COVID-19 vaccine at least 14 days ago; and any subsequent required boosters.

**Partially Vaccinated**

Having received the one dose of a two-dose series of a COVID-19 vaccine or combination of COVID-19 vaccines authorized or approved by the World Health Organization (WHO); having received the final dose of a single-dose or two-dose series of the COVID-19 vaccine less than 14 days ago; and/or failure to receive subsequent required boosters.

**Unvaccinated**

Has not received any doses of a COVID-19 vaccine authorized or approved by the World Health Organization (WHO).

**Proof of Vaccination**

Documentation issued by the Ontario Ministry of Health, other provinces or territory or international equivalent indicating individual immunization status against the COVID-19 virus.

**Proof of Medical Exemption**

Written proof of a medical reason provided by a physician, nurse practitioner in the extended class, or physician specialist as deemed necessary that sets out: (i) the nature of the medical condition that the person cannot be vaccinated against COVID-19, and (ii) the effective time-period for the medical reason.

**Educational Program**

An educational program that has been approved by and/or provided by the Library and addresses the following learning components:

- How COVID-19 vaccines work
- Vaccine safety related to the development of the COVID-19 vaccines
- Benefits of vaccination against COVID-19
- Risks of not being vaccinated against COVID-19
- Possible side effects of COVID-19 vaccination

## **POLICY DETAILS:**

This policy applies to all Library Board members and employees of the Library, including full-time, part-time, permanent, temporary, casual, volunteers, students, and any other persons deemed reasonable in the circumstances. New employees will be subject to this policy as a condition of their employment contract with the Library. It requires employees to be fully vaccinated from the COVID-19 virus, unless otherwise provided for in this policy, and to complete any subsequent required doses, and to provide acceptable proof of vaccination.

Vaccination requirements are subject to bona fide medical and human rights exemptions pursuant to the Ontario *Human Rights Code (OHRC)* and sufficient proof of exemption, as determined by Library management, will be required.

The following applies to this Policy:

### **1. Mandatory COVID-19 Vaccinations**

- All Library Board members/employees are required to receive all required doses for a one-dose or two-dose COVID-19 vaccine series and any subsequent required boosters, except where it is medically contraindicated, to access the Library facility for the purpose of meeting or conducting work.
- Unvaccinated Library Board members/employees will only be allowed into the Library facility for the purposes of meeting/working if they submit to regular antigen testing for COVID-19 and demonstrate a negative result, at intervals to be determined by the employer.

### **2. Providing Proof of COVID-19 Vaccination Status**

- Library Board members/employees are required to provide proof of their vaccination series authorized or approved by Health Canada or the World Health Organization. *Proof of COVID-19 vaccine administration as per the following requirements:*
  - If the individual has only received the first dose of a two-dose COVID-19 vaccination series authorized or approved by Health Canada, proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose; or
  - Proof of all required doses of a COVID-19 vaccine authorized or approved by Health Canada.
- Without proof of vaccination or a substantiated exemption by the predetermined due date, Library Board members/employees will not be permitted to attend the Library facility for the purpose of meeting/conducting work.

### **3. Providing Proof of Exemption**

- The Library will comply with its human rights obligations and accommodate employees who are legally entitled to accommodation.
- Exemptions will be made for grounds protected by the Ontario Human Rights Code which includes confirmed medical reasons.
- Employees are required to provide written proof of a medical exemption, provided by either a physician, nurse practitioner in the extended class, or physician specialist as deemed reasonable that sets out:
  - The nature of the medical condition that the person cannot be vaccinated against COVID-19 and;
  - The effective time period for the medical reason (i.e., permanent or time-limited).
- The Library will work with those who receive an exemption to ensure they are connected with the appropriate resources to develop a reasonable and appropriate accommodation plan and that the Library can put in place appropriate alternative health and safety measures.

#### **4. Mandatory COVID-19 Vaccination Education**

- In order to ensure that all employees subject to this policy are adequately educated about COVID-19 and the COVID-19 vaccines, unvaccinated employees, except where it is medically contraindicated, and those who do not disclose their vaccination status are to complete a mandatory COVID-19 vaccination education program that has been approved by the Library on the risks of being unvaccinated in the workplace. Employees are required to submit proof that they have completed the education program. Management reserves the right to assign employees where required to complete the mandatory COVID-19 vaccination education program.
- Upon completion of the COVID-19 vaccination education program, employees are required to declare in writing to their supervisor their intentions regarding vaccination and if applicable, the date of their scheduled COVID-19 vaccination appointment.

#### **5. Vaccination status Reporting and Documentation**

- Vaccination status information will be collected and protected in accordance with privacy legislation.

#### **6. COVID-19 Rapid Antigen Testing**

- Employees who wish to access the Library facility who do not provide proof that they are fully vaccinated will be required to submit to ongoing testing and provide proof of negative COVID-19 tests.

#### **7. Access to COVID-19 Vaccination Clinics**

- Reasonable arrangements will be made to allow for staff to attend COVID-19

vaccination appointments/clinics during work time.

- Employees must have approval from their Manager and/or Supervisor in advance before attending an appointment/clinic during work time.
- All efforts should be made to allow the employee to use time at the beginning or end of their shift day or to extend lunch and break times as operationally feasible with work schedules to attend vaccination clinics.

## **8. Continued Adherence to Public Health Measures**

- All employees are required to practice Public Health measures to control the spread of COVID-19 regardless of their vaccination status.
- Employees must adhere to the Library's health and safety protocols at all times while in the workplace, including but not limited to handwashing, physical distancing where possible, and the use of Personal Protective Equipment as required by their position.

## **RESPONSIBILITIES:**

The following positions and/or departments are responsible for fulfilling the responsibilities detailed in this Policy as follows:

### **Management**

- Ensure employees and Library Board members have submitted proof of their vaccination status or a substantiated exemption.
- Support rapid antigen testing, where appropriate.
- Follow and comply with any federal or provincial mandates or directives regarding the vaccinated staff.
- Continue to enforce workplace precautions that limit the spread of COVID-19 virus.
- Ensure that employees are aware of the importance of getting vaccinated against COVID-19.
- Provide staff with access to information on COVID-19, health and safety precautions, and on the efficacy of the COVID-19 vaccine.
- Provide staff with information on location and scheduling of vaccination clinics when available.
- Where feasible, support time from regular duties for staff to attend vaccination appointments/clinics in accordance with relevant collective agreement language and/or Policy.
- Ensure employees attending work are fully vaccinated against COVID-19
- Respond to any labour or employee relations and health and safety issues arising from application of this policy including liaising directly with Union leadership.
- Secure supplies and create a procedure for Rapid Antigen Testing of unvaccinated employees, if needed.

- Manage any accommodation questions, concerns, and requests.
- Ensure that any records of COVID-19 vaccination held by the Library are stored and used in compliance with privacy legislation.

## **Employees**

- Follow direction provided by the employer in cases where Rapid Antigen Testing identifies a positive case including completion of a laboratory-based polymerase chain reaction (PCR) test.
- Continue to follow health and safety protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination.
- Remain informed about COVID-19 and COVID-19 vaccination as it relates to your role, personal health and/or professional requirements.
- Adhere to any additional mandates or directives or reporting requirements from provincial or federal authorities.
- Identify opportunities to obtain a COVID-19 vaccination through community clinics or from health care professionals.
- If additional booster doses of the COVID-19 vaccine are required, ensure subsequent doses are also received.

Contact Person: Amy Caughlin, CEO

Cross Manual Reference:

Relevant Forms:

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Review Dates:

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Approved by: Scugog Memorial Public Library Board