

TOWN OF SAINT ANDREWS
COVID-19 EMPLOYEE VACCINATION POLICY
P-21-02
OCTOBER 2021

PREAMBLE

The health and safety of our employees is a priority for the Town of Saint Andrews. We are committed to taking every reasonable precaution to protect the employees from the hazards of COVID-19, and vaccination is a key element in this strategy.

APPLICATION

This directive applies to all Town of Saint Andrews employees, students, and volunteers.

VACCINATION REQUIREMENTS

All Town of Saint Andrews employees, students, and volunteers have until Monday, October 25, 2021 to provide proof of full vaccination.

Employees who do not provide proof of full vaccination before October 25, 2021 will be required to:

- Wear a mask in the workplace at all times except when they are alone in their personal workspace; and
- Will need to follow the testing requirements outlined in this directive until they provide proof of full vaccination.

Employees who provide an approved certificate of a medical exemption to the vaccine or masking requirements, or are subject to accommodation on Human Rights grounds, will be dealt with on a case-by-case basis, however testing requirements will be required to be met in the case where proof of vaccination cannot be provided. Employees who believe they meet this requirement must contact the Town of Saint Andrews Human Resources for approval. Appropriate documentation will be necessary to approve any exemption.

PROOF OF VACCINATION

Employees must disclose their vaccination status and show proof to their managers or Supervisors. Departments will not maintain copies of the vaccination records. A list of all employees who have provided proof of vaccination will be sent to Human Resources.

COLLECTION AND TREATMENT OF INFORMATION

A copy of your vaccination record and test results will not be kept by the Town. Your Manager or Supervisor will simply maintain a list of all employees who have shown proof of vaccination and will share it with Human Resources who will keep a master list. Access to proof of vaccination and test results will be limited to management who are administering this directive. The information is being collected under the authority of the *Right to Information and Protection of Privacy Act*, and will:

- Be protected against unauthorized access and disclosure and kept separate from employees' Human Resource files;

- Only be collected, used, and disclosed for the purpose of administering this policy; and
- Be destroyed when no longer required.

TESTING REQUIREMENTS

1. Complete point of care testing (POCT) at a minimum of once (1) per week at work with a supervisor/manager or human resource representative present.
2. Employees must also schedule a PCR test immediately if they get a positive POCT test result or have two or more symptoms. Employees will not attend the workplace until they get a negative PCR test result (they can work from home if equipped and feel well enough to do so). If the PCR test result is negative, employees must still complete their next regularly scheduled monthly PCR test.

ON-SITE VENDORS, SUPPLIERS, CONTRACTORS

Suppliers/contractors/vendors whose staff regularly work alongside the Town of Saint Andrews employees during normal business hours will be informed of the vaccination or masking/testing requirements. Departments overseeing projects will be responsible to inform any other suppliers working in our facilities of these requirements.

NON-COMPLIANCE

Employees who fail to provide proof of full vaccination and not comply with either the masking or testing requirements will be subject to the disciplinary process up to and including dismissal.

Note: These requirements may be modified (including for fully vaccinated employees) based on Public Health guidance.

This Policy was approved by the Town of Saint Andrews Council on Monday, October 4, 2021 at the Regular Council Meeting.



Brad Henderson, Mayor



Paul Nopper, Clerk – Senior Administrator



