

**Purpose:**

- 1 The purpose of this Policy is to prescribe the requirement that City employees be Fully Immunized against COVID-19 to minimize their risk of impacts to health and safety.

**Policy Statements:**

- 2 The health and safety of City employees is a top priority. The City is committed to protecting its employees and the public it serves from hazards in the workplace, including infectious diseases through immunization. Vaccination is also a critical risk control measure to reduce workplace transmission of the COVID-19 virus, maintain business continuity, and do our part to reduce the impacts of COVID-19 on our community and health system. As such, The City will use every reasonable precaution to safeguard employees from the risks of COVID-19. Immunization against COVID-19 also supports The City's values of Respect, Integrity, Service and Excellence (RISE).
- 3 Vaccination is a key layer in the protection of City employees against COVID-19. Full vaccination has been proven effective in reducing COVID-19 virus transmission, as well as reducing the severity of symptoms of COVID-19 and variants, such as the Delta variant.

**Application:****4 Persons Affected**

- (1) This policy applies to all employees and volunteers of The City, except for temporary workers hired solely for an election. For the purpose of this Policy only, any reference to "employees" shall also be read to include volunteers.
- (2) Employees in certain departments may have greater obligations in addition to this Policy under department-specific policies regarding COVID-19 vaccination or under regulations, legislation, or guidelines applicable to them. Those employees are required to comply with those greater obligations.

**5 Continued Compliance with all Health and Safety Precautions**

- (1) Unless a legislated or regulatory exemption applies, all employees are required to comply with applicable health and safety measures to reduce the risk of COVID-19. This includes, but is not limited to, compliance with established requirements when at work or otherwise engaged in City business or workplace access controls (e.g. screening), masking, PPE, physical distancing and self-monitoring for potential COVID-19 symptoms.

**6 Responsibilities**

- (1) All levels of management are responsible for the administration of this Policy.
- (2) Managers are expected to lead by example by following this Policy.
- (3) Employees are expected to comply with this Policy and follow all health and safety policies and protocols.

## 7 Vaccine Requirements

- (1) All employees are required to be Fully Immunized against COVID-19 with a COVID-19 vaccine series by November 28, 2021. For a two dose vaccine series, employees must receive one dose of COVID-19 vaccine on or before October 15, 2021 and the second dose of COVID-19 vaccine on or before November 13, 2021. For a single dose vaccine series, employees must receive the dose on or before November 13, 2021.
- (2) An employee on an approved leave of absence must be Fully Immunized against COVID-19 prior to returning to work.
- (3) New employees are required to be Fully Immunized against COVID-19 as a condition of employment with The City.
- (4) If, over time, Health Canada requires additional measures to meet their definition of “fully vaccinated” (such as “booster” vaccine doses), employees will be expected to comply with those additional measures to maintain Fully Immunized status.

## 8 Proof of Vaccination

- (1) The City requires proof of COVID-19 vaccination from all employees. Proof of vaccination means documentation verifying receipt of a vaccination series approved by Health Canada.
- (2) Employees must disclose their vaccination status to The City’s Human Resources department on or before November 19, 2021 through the established process.

## 9 Accommodations in Accordance with the Human Rights Act

- (1) Employees who are unable to obtain a COVID-19 vaccine for a valid medical exemption, or for a reason related to a protected ground set out in the *Alberta Human Rights Act*, can request accommodation through The City’s Human Resources Department. All accommodation requests require written proof of the need for the accommodation and will be reviewed on a case-by-case-basis.

## 10 Exception to Vaccine Requirement

- (1) Employees who do not comply with the Section 7 “Vaccine Requirements” and Section 8 “Proof of Vaccination” will be required to submit documented proof of ongoing valid negative COVID-19 rapid antigen testing results to their exempt supervisor or designate starting on November 29, 2021 through the established process.
- (2) Negative rapid test results will be considered valid for 72 hours from the time the test was completed and can be utilized for any shift starting within that 72 hour period. The City has the discretion to increase or decrease the frequency of required testing. Testing is to be completed outside of work hours and at the employee’s own cost.

## 11 Consequences for Non-Compliance with this Policy

- (1) Any employee refusing to comply with this Policy, including providing false or misleading information, may be subject to disciplinary action, up to and including dismissal.

## 12 Collection and Use of Confidential Information

- (1) Proof of vaccination and ongoing COVID-19 rapid antigen testing results are being collected to protect the health and safety of employees and the public we serve and to preserve The City's workforce capacity to continue to provide municipal services to the citizens of Red Deer.
- (2) The City will maintain vaccination information, including documentation verifying receipt of an approved vaccination series, and the results of ongoing COVID-19 rapid antigen testing, in accordance with applicable privacy legislation. The date of vaccination and dose will be recorded and kept on record in accordance with retention and disposition schedules. The date of each COVID-19 rapid antigen test and the results will be recorded and kept on file in accordance with retention and disposition schedules. The copy of the immunization record or each copy of the COVID-19 rapid antigen testing record is transitory and will be destroyed within 30 days of review of the immunization record. This information will only be used to the extent necessary for implementation of this Policy, for administering health and safety protocols, WCB reporting, risk mitigation, and for implementing infection and prevention control measures in the workplace.
- (3) Employees may also be required to disclose their vaccination status or the results of their COVID-19 rapid antigen testing by law or to give effect to this Policy. This includes, but is not limited to, situations where employees are directed to stay home as a result of the daily screening tool as to comply with "Return to Work" clearance criteria (e.g. after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption, etc.).

### Definitions:

#### 13 "Fully Immunized" means an employee:

- (1) who has received two doses of a vaccine considered valid by Health Canada in a two dose COVID-19 vaccine series or one dose of a vaccine considered valid by Health Canada in a one dose COVID-19 vaccine series; and
- (2) for whom fourteen days have elapsed since the date on which the person received the second dose of the COVID-19 vaccine considered valid by Health Canada of a two dose series or one dose of the COVID-19 vaccine considered valid by Health Canada in a one dose vaccine series.

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### References/Links:

- 1 2005-CA Occupational Health & Safety <https://secure.reddeer.ca/media/the-bridge/city-departments/legislative-services/policies-and-procedures/corporate-policies/2000/2005-CA-Occupational-Health--Safety.pdf>

- 2 Department Administrative Policy 3.0 – Emergency Services - Human Resources COVID-19: Mandatory Vaccination
- 3 Freedom of Information and Protection of Privacy Act <https://www.qp.alberta.ca/documents/Acts/F25.pdf>
- 4 Alberta Occupational Health & Safety Act <https://open.alberta.ca/publications/o02p1>
- 5 Alberta Human Rights Act <https://www.qp.alberta.ca/documents/Acts/A25P5.pdf>
- 6 Health Canada <https://www.canada.ca/en/health-canada.html>

**Authority/Responsibility to Implement:**

- 1 City Manager

**Inquiries/Contact Person:**

- 1 Human Resources Manager
- 2 Legal & Legislative Services Manager

**Policy Monitoring and Evaluation:**

- 1 This Policy will be monitored throughout the COVID-19 Pandemic and will be reviewed and evaluated every year following that.

**Document History:**

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
Approved: October 4, 2021	Tara Lodewyk	Interim City Manager
Suspended: March 17, 2022	Tara Lodewyk	Interim City Manager