

COVID-19 Mandatory Vaccination Protocol

Updated November, 2021

The City of St. John's is committed to providing a safe and healthy workplace for all employees. Throughout the pandemic we have been following Department of Health (DOH) guidelines and continue to apply safety measures within the workplace to minimize the risk of COVID-19 exposure.

The DOH has advised that vaccination is the most effective tool in preventing the spread of COVID-19 and mitigating serious health consequences associated with the virus. To further protect our employees, the City will require all employees and members of Council to be fully vaccinated against COVID-19 or have a DOH approved medical exemption by December 17, 2021.

Proof of Vaccination

It is the responsibility of employees to:

- Present proof that they are fully vaccinated by **December 17, 2021** by showing one of the following:
 - Electronic COVID-19 vaccination record QR code using NLVaxPass;
 - Physical copy of COVID-19 vaccination record QR code;
 - Physical or electronic copy of official vaccination record issued in Newfoundland and Labrador;
 - Physical or electronic copy of official vaccination record issued outside of Newfoundland and Labrador.
- Attest to their COVID-19 vaccination status by completing a COVID-19 Vaccination Verification Form (Appendix A). COVID-19 Vaccination Verification Forms and proof of vaccine must be verified by a Manager, Supervisor, or Human Resources Advisor. Managers, Supervisors, and Human Resources Advisors will be available for employees to present their proof of vaccine and to complete COVID-19 Vaccination Verification Forms.

Employees hired on or after December 17, 2021, will be advised of the requirement to be fully vaccinated by their employment start date and must provide proof of full vaccination as a condition of their employment. In the event they fail to comply with that requirement, and/or requested but are not approved for an exemption, the job offer will be revoked.

Vaccination Exemption

There are very few medical conditions that qualify an individual for a vaccine exemption, however, in the event an employee has an exemption, it is their responsibility to:

- Present a valid QR code or proof of a DOH approved medical exemption by December 17, 2021.

Failure to Provide Proof of Vaccination

After December 17, 2021, employees who have not provided proof of full vaccination or a DOH approved exemption will be deemed non-compliant and will be placed on unpaid leave for a maximum of ninety (90) calendar days. If the employee does not provide proof of full vaccination or an approved exemption before this 90-day period expires, their employment with the City will be terminated.

Employees unable to meet the December 17th deadline due to extenuating circumstances are to contact Human Resources Division: 570-4444 or hr@stjohns.ca to discuss with their HR Advisor.

Privacy Considerations

Any documents relating to proof of vaccination, DOH exemption requests, requests for accommodation, supporting documents that are collected will be used and stored in accordance with the employer's obligations pursuant to the Access to Information and Protection of Privacy Act.

The signed COVID-19 Vaccine Vaccination Form will be kept on the employee's personnel file in Human Resources. Employee vaccination records will not be copied or retained.

Volunteers and Contractors

As of December 17, 2021:

- Volunteers must provide proof of full vaccination or an approved exemption prior to volunteering with the City.
- Contractors must provide proof of vaccination for their employees working within City facilities and/or alongside City staff.

Terms of Protocol

Public Health guidelines and restrictions are changing rapidly as new information becomes available and further research is conducted.

The City reserves the right to modify this protocol at any time in its sole discretion to adapt to changing circumstances consistent with its commitment to maintaining a safe and healthy workplace.

Definitions

FULLY VACCINATED:

A person is considered fully vaccinated when at least two weeks have passed since they have received their final dose of a Health Canada approved COVID-19 vaccine.

COVID-19 Vaccination Verification	Human Resources
General Information	SECTION 1
<p>Driven by Department of Health (DOH) recommendations and the growing impact of COVID-19 variants of concern, the City of St. John's has decided to implement a mandatory vaccination protocol. All employees, members of Council, contractors working within City facilities, and volunteers will require proof of being fully vaccinated for COVID-19 or an approved medical exemption in order to report for work or attend any City related events or activities at our facilities. Managers/supervisors/HR representatives will be available for employees to present their validation. Once proof of vaccination or exemption is shown, you may then complete this form which will be placed on your personnel file in Human Resources. Copies of vaccination records will not be collected and stored.</p> <p>"Fully Vaccinated" is defined as receiving the full series of a COVID-19 vaccine authorized by Health Canada or a combination of COVID-19 vaccines authorized by Health Canada at least 14 days before providing proof of vaccination.</p>	
Employee Declaration	SECTION 2
<p><input type="checkbox"/> I am fully vaccinated, as defined in Section 1.</p> <p><input type="checkbox"/> I am not yet fully vaccinated or do not plan to be fully vaccinated by December 17th 2021. I understand that if I do not provide proof of full vaccination or an approved medical exemption, I will be deemed non-compliant and will be placed on unpaid leave for a maximum of 90 calendar days. I also recognize if those 90 calendar days expire, and the requirements of the Vaccination Protocol are not met, my employment with the City will be terminated.</p>	
_____ Employee Name (Print)	_____ Employee Name (Signature)
_____ Employee #	_____ Date (yyyy-mm-dd)
Manager Verification	SECTION 3
<p>I certify that I have reviewed a government issued proof of vaccination for the above employee that demonstrates that they meet the criteria of "Fully Vaccinated", as defined in Section 1.</p>	
_____ Manager Name (Print)	_____ Manager Name (Signature)
_____ Date (yyyy-mm-dd)	
Privacy Notice	SECTION 4
<p>Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is only used for of the purposes of implementing the mandatory COVID-19 vaccination program and monitoring compliance, managing accommodation requests, and for informing and continuously improving policies and procedures relating to the health and safety of our employees. Questions about the collection and use of the information may be directed to the Manager of HR Advisory Services, Leanne Piccott at 576-3179 or lpiccott@stjohns.ca.</p>	