

# **COVID-19 Mandatory Vaccination - Employee FAQ**

*Updated November, 2021*

## **Does the City of St. John's have a vaccination protocol for employees?**

Yes. 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.

Effective December 17, 2021, all employees, members of Council, contractors, 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.

In making this change, the City joins a number of employers across St. John's, Newfoundland and Labrador, Canada, and abroad.

## **Who does this protocol impact?**

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.

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.

## **What does it mean to be 'fully vaccinated'?**

You are considered fully vaccinated 14 days after receiving your final dose of a Health Canada approved COVID-19 vaccine.

## **When do I need to have my final dose of the vaccine to meet the vaccination deadline?**

December 3<sup>rd</sup>, 2021. For those pursuing vaccination, this is the latest date you can receive your final dose to meet the City's deadline for full vaccination.

**When do I need to be considered fully vaccinated?**

December 17<sup>th</sup>, 2021. To be considered fully vaccinated by this date, 14 days must have passed since you received your final dose of the vaccine.

**Why is COVID-19 vaccination mandatory for all City employees?**

Each of us has a part to play in stopping the spread of COVID-19 and keeping colleagues, friends, and the public safe. A vaccinated work community will help us get closer to that goal.

The City of St. John's is committed to providing a safe and healthy workplace for all our staff. Throughout the pandemic we have utilized all measures practicable to minimize worker exposure to COVID-19.

Vaccines are the most effective tool in preventing the spread of COVID-19 and mitigating serious health consequences associated with the virus.

Increased COVID-19 vaccination rates are important in establishing a new sense of normalcy, allowing more in-person activities to take place and reducing the potential for transmission of COVID-19 while at work. By supporting this mandatory vaccination directive, we all contribute to stopping the spread of COVID-19 and its variants, now and over the long term.

**Where can I get vaccinated?**

Public Health has stated their goal is to provide multiple options so that anyone who wants to get vaccinated, can get vaccinated. Vaccines are available in a variety of settings as the COVID-19 Immunization Plan progresses.

Please follow the link below to identify the most convenient location to receive your vaccine and to book an appointment.

<https://www.gov.nl.ca/covid-19/vaccine/gettheshot/>

**Can I opt out of getting vaccinated and work from home (WFH) full-time?**

No. As per our previously communicated WFH directive, employees equipped to productively WFH may only do so for a maximum of two days per week if operations allow and with prior approval of their supervisor. Full-time WFH arrangements will not be granted.

**Do I still need to wear a mask even after I am fully vaccinated?**

Yes. The City will continue to follow all local, provincial and federal public-health directives, including mask-wearing, hand-washing, physical distancing and other possible measures, as required.

**I have been vaccinated already but can't find my records. How do I request these documents?**

Residents of Newfoundland and Labrador who have received the COVID-19 vaccine can access their COVID-19 vaccination record online by following the link below.

<https://www.gov.nl.ca/covid-19/vaccine/online-vaccination-records/>

**How do I submit proof of vaccination, and how will these records be used and stored?**

You must provide proof of full vaccination or approved medical exemption by showing your QR Code (VaxPass) or government issued vaccination record/exemption. Copies of vaccination records will not be collected and stored.

Managers/supervisors/HR representatives will be available for employees to present their validation. Once proof of vaccination or exemption is shown, you will complete a COVID-19 Attestation and Verification Form which will be placed on your personnel file in Human Resources.

The City will use this information solely for 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. These records shall be stored in accordance with the City's obligations pursuant to the Access to Information and Protection of Privacy Act.

Departments will maintain a current list of all employees who have shown proof of vaccination. Managers must ensure they receive regularly updated lists of their employees who have provided proof of vaccination.

The City will not disclose this information to external third parties unless required by law, required for health and safety purposes, or with your prior written consent.

**What if I am not planning to get vaccinated and do not have a valid exemption?**

Employees who do not plan to get vaccinated and who do not have a valid exemption will not meet the requirements of the City's mandatory vaccination policy.

After December 17, 2021, employees who have not provided proof of full vaccination or approved medical exemption will be deemed non-compliant and will be placed on unpaid leave for a maximum of 90 calendar days. If the employee still does not meet the mandatory vaccination requirement once those 90 calendar days have expired, their employment with the City will be terminated.

**If I am not vaccinated by December 17, 2021, can I use up my annual leave instead of going on unpaid leave?**

As per the City's normal leave approval process, employees may only avail of annual leave with the prior approval of their supervisor/manager as operational requirements allow. Use of annual leave however does not extend the 90-day grace period to become compliant with this policy.

**I have special/extenuating circumstances that will prevent me from getting vaccinated in time. What should I do?**

Please contact your supervisor, manager, or HR Advisor to discuss your specific situation.