

COVID-19 Vaccination or Negative Test Disclosure Policy

Policy No. 6.16

Date of Policy: October 7, 2021

Revision:

Motion Number: 2021-446

Scope

This policy (the “**Policy**”) applies to all Town of Nipawin (“the Town”) Council members, employees, contractors, firefighters and other volunteers.

Purpose

The purpose of this Policy is to assist the Town in planning its operations to support the ongoing health and safety of everyone at its offices and workplaces.

Effective October 1, 2021, the Government of Saskatchewan has implemented a proof of vaccination or negative test policy for all government employees, including Saskatchewan ministries, crown and agency employees. This policy is in addition to the reinstatement of public health orders, including mandatory self-isolation and masking requirements.

Throughout the pandemic, the Town has implemented safety precautions within its offices and workplaces in an effort to safeguard members of Council, employees, contractors, firefighters and other volunteers, their families, and the public. In alignment with the Provincial Government’s direction and in accordance with our employer commitment and obligation to provide a safe and healthy workplace, the Town of Nipawin is implementing a COVID-19 proof of vaccination or negative test policy. This Policy is effective October 1, 2021 and applies to all Council members, employees, contractors, firefighters and other volunteers. This Policy is in addition to the current health and safety protocols already in place in the workplace.

The Town of Nipawin encourages members of Council, employees, contractors, firefighters and other volunteers to receive the COVID-19 vaccinations, unless they cannot receive the vaccine for medical reasons or due to their religion, or other applicable characteristic that is protected under human rights legislation.

Disclosure of COVID-19 Vaccination or Testing Information

Accordingly, as of October 1, 2021 the Town will require Council members, employees, contractors, firefighters and other volunteers to disclose their vaccination status or negative test results in order to enter Town of Nipawin offices or other workplaces.

This information will help the Town manage and mitigate the risks associated with, among other things, the possibility of a COVID-19 outbreak at the workplace.

Thus, as of October 1, 2021, upon arriving at Town of Nipawin's offices or other workplaces, Council members, employees, contractors, firefighters and other volunteers will be required to show either:

1. Proof of full COVID-19 vaccination status to their respective department head or the Chief Financial Officer. Council members will be required to show proof of full COVID-19 vaccination to the Mayor. Proof of vaccination must show the individual has received Canadian approved COVID-19 vaccinations and be a government issued vaccination card or vaccination certificate; a government issued digital immunization record (including from a government website such as eHealth Saskatchewan or similar agency in the individual's home jurisdiction); or a copy of a government email confirmation of vaccination status.

OR

2. Those who disclose their status as unvaccinated, or choose not to disclose their vaccination status, or who disclose their vaccination status but are only partially vaccinated, must show acceptable and recognized proof of a negative Health Canada approved COVID-19 test (according to the prescribed use of the specific test being used) to their respective department head or the Chief Financial Officer prior to entering Town of Nipawin offices or other workplaces. Members of Council must show acceptable and recognized proof to the Mayor prior to entering Town offices or other workplaces. Rapid tests will be provided by the Town of Nipawin for the four week period beginning October 9, 2021. This provision will be reviewed by Council at its November 8, 2021 regular meeting.

In the event the individual cannot receive the vaccine for medical or religious reasons and has requested and been approved by the Town as being eligible for an accommodation, the testing shall be at the individual's own expense and on their own time. This provision will be reviewed by Council at its November 8, 2021 regular meeting.

Should the individual's vaccination status subsequently change (i.e., if they receive a first or second dose), they must provide updated proof of their COVID-19 vaccination status the next time they attend Town of Nipawin offices or workplaces.

Unless a Town Council member, employee, contractor, firefighter or other volunteer provides either proof of vaccination status or a negative test as required above, they will not be allowed entry to Town of Nipawin offices or other workplaces.

A positive test will preclude individuals from attending Town of Nipawin offices or workplaces in accordance with public health orders.

The Town will not make a reproduction of any documentary proof of an individual's vaccination status or test results, but will instead record only their name, the date of recording, whether one or two doses of a Canadian approved COVID-19 vaccination were received, or in the case of testing information, the testing date, the type of test, and whether the test result is positive or

negative, and will certify the person who reviewed the individual's valid documentary proof of vaccination or negative testing and who is attesting to its validity and compliance with this policy's provisions.

Any personal information gathered pursuant to this Policy is collected in order to address reasonable workplace safety concerns in light of the danger that COVID-19 poses to health and safety in the workplace and to help the Town mitigate and manage the risks associated with the possibility of a COVID-19 outbreak at the workplace. The Town will use this information for workplace health and safety planning purposes, including to ensure compliance with this Policy, other Town COVID-19 policies, and applicable public health orders and recommendations.

This information will be stored at the Town Office under the control of the Chief Financial Officer. These records will be maintained and kept for a period extending 3 months beyond the point where the Saskatchewan Provincial Government rescinds all COVID-19 related Public Health Orders.

Human Rights

The Town recognizes there may be instances where a member of Council, employee, contractor, firefighter or other volunteer may require an accommodation or exemption from this Policy for bona fide and substantiated medical or religious reasons (or other ground(s) protected under applicable human rights legislation). In these instances, the individual must provide proof of a requested accommodation (under signature of a qualified health professional, a duly ordained religious leader, or an authorized human rights representative) to the Chief Financial Officer in writing. Members of Council must provide this proof of requested accommodation to the Mayor.

These proofs must include a description of the requested accommodation or exemption and the reason(s) for the requested accommodation or exemption.

Upon receipt of the written request, the Town will make an assessment based on the information provided and determine whether an accommodation is required and/or possible without causing the Town undue hardship. The Town may engage an external consultant in the assessment process if deemed necessary. Where more information is required, the individual may be required to provide supporting documentation for their accommodation or exemption request. Where required by law, the Town will provide accommodation to the point of undue hardship.

For more information, please contact the Chief Financial Officer.

Privacy

The Town of Nipawin will comply with all privacy laws that may be applicable to this Policy. For more information, please contact the Chief Financial Officer.

Discipline

Misrepresentation of an individual’s COVID-19 vaccination status or test results is a serious breach and in the case of a Town employee, contractor, firefighter or other volunteer, will be subject to discipline up to and including termination of employment for just cause.

Employees, firefighters or volunteers who do not comply with this policy shall be subject to termination from the position they currently hold with the Town of Nipawin.

Review of Policy

This Policy will be regularly reviewed and updated to reflect the latest scientific research, guidance and legislation from provincial health authorities as well as provincial and federal governments.