



# Organizational Policy

## Finance Department – Procurement Services

### COVID 19: Contractor Vaccination Policy

Approved by Strategy and Risk Team on October 28, 2021

Report No.: N/A

Effective: November 5, 2021

Reviewed: select date.

Amended: select date.

Next Review: select date.

Note:

### Scope:

This policy applies to all Contractors (as defined below) who perform work for the City of Burlington (the “City”) where there is prolonged (greater than 15 minutes) indoor work.

### Objectives:

The health and safety of City employees and the public we serve is of the highest importance. As such, the City has established a clear objective to protect the health and safety of our community and staff, while doing our part to limit the spread of COVID-19. This policy is to align our Contractor(s) with this objective, by providing direction to Contractor(s) regarding the requirement their workers either be Vaccinated or have had a negative COVID-19 Test within 72 hours prior to entering any City facility.

### Definitions:

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

Term	Definition
Contractor(s)	Any contractor, subcontractor, vendor, supplier, consultant, subconsultant contracted by, or on behalf of, the City to provide goods and/or services.

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Term	Definition
COVID-19 Test	A rapid antigen test or polymerase chain reaction test for COVID-19.
Unvaccinated	An individual that does not meet the definition of “vaccinated”.
Vaccinated	An individual who has received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the Public Health Agency of Canada (e.g. two doses of a two-dose vaccine series, or one dose of a single dose vaccine series), and having received the final dose of the COVID-19 vaccine at least 14 days prior.

## Principles:

**Vaccination or Testing:** The City requires all Contractors entering City facilities to perform work, including meetings for the purpose of work, be fully vaccinated against COVID-19 or to confirm they have had a negative COVID-19 Test within 72 hours prior to entering any City facility. The City will require Contractors to confirm through attestation all individuals who will be entering a City facility will comply with this requirement.

Unvaccinated Contractors (including individuals who are unable to be vaccinated at this time due to medical reasons), will be required to participate in rapid antigen testing (RT) or polymerase chain reaction (PCR) testing prior to entering any City facility. Unvaccinated Contractors must have a negative COVID-19 Test within 72 hours prior to entering any City facility.

### **Contractor Self-Management:**

For further clarity, each Contractor shall be responsible for establishing an internal vaccination policy/and or procedure which, at a minimum, will ensure workers, including subcontractors, entering City facilities for the purpose of performing Work, will be in compliance with the Vaccination or Testing requirements outlined above.

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## **Attestation:**

Contractors who bid with the City where prolonged (greater than 15 minutes) indoor work is required, must attest to agreement with this policy for their bid to be deemed compliant.

Existing Contractors shall confirm on or before December 13, 2021, through attestation in writing on a City approved form, their agreement with this Policy. The City is committed to working with current Contractors to limit any undue financial or administrative hardship created by this Policy. As such, the City reserves the right, in the City's sole discretion, to extend the Policy deadline, or allow exceptions for Contractors with existing City contracts. All such exceptions must be requested in writing and approved by the Manager of Procurement Services.

## **Screening Requirements:**

In addition to Policy compliance, Contractors will be required to complete the City's eScreener prior to entering any City facility. The eScreener will include a series of screening questions, one specifically regarding Contractor vaccination status or a negative COVID-19 Test within the last 72 hours. If a Contractor receives a 'red X' they may not proceed into the City facility and must communicate the occurrence to their City contact immediately, to ensure work continuity.

## **Exemptions:**

This policy does not apply to the following:

- a) Contractors working in a strictly outdoor capacity;
- b) Contractors entering a City facility for less than 15 minutes;
- c) delivery or mail services; or
- d) construction projects at City facilities, that are separated from a City workplace, where a Constructor (other than a City representative) is identified; and, City staff are not required to routinely work within the project (though the Constructor is strongly encouraged to develop a Vaccination Policy and ensure compliance with all local and provincial Medical Officer of Health instructions); or
- e) other circumstances where approved, at the City's sole discretion, in writing by the Manager of Procurement Services.

## **Non-Compliance:**

Failure to comply with this Policy will be dealt with in accordance with the terms and conditions of the contract between the City and the Contractor, and may

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include suspension of work, termination of the City's relationship with the Contractor, and/or claims for loss or damages by the City against the Contractor, in addition to all other remedies available to the City.

## References:

City of Burlington COVID-19 Staff Vaccination Policy

## Roles:

### **Accountable:**

The Manager of Procurement services, or designate, is answerable for the timely review, updating and dissemination of this policy.

### **Responsible:**

The Manager of Procurement Services and the Burlington Leadership Team, Managers, Supervisors and Coordinators will support the execution of this policy and its procedure(s).