



## Organizational Policy

### City Manager's Office

### COVID-19 Staff Vaccination Policy

Approved by the Burlington Leadership Team	On September 8, 2021
Report No.: N/A	Effective: September 8, 2021
Reviewed: September 8, 2021	Amended: June 11, 2022
Next Review: October 1, 2022	Note:

### Scope:

This Policy applies to all City of Burlington (the “City” or the “Corporation”) staff (full time, part time, seasonal, temporary, contract, interns/co-op/students, volunteer firefighters) and council members.

### Objectives:

Under Ontario law, the City, as an employer, has an obligation to take every precaution reasonable for the protection of its workers. During the COVID-19 pandemic, the City’s Leadership Team and Emergency Control Group established a clear objective to protect the health and safety of our community and staff and to do our part to limit the spread of COVID-19. This Policy aligns with these objective and principles. In addition, Halton Region’s Medical Officer of Health was in support of COVID-19 vaccination policy for large workplaces.

Due to the evolving pandemic situation in the province, effective June 11, 2022, BLT has approved a pause to some policy requirements. Any policy requirements that have been paused may be reinstated at any time, as deemed necessary by the Burlington Leadership Team.

### Definitions:

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

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Term	Definition
Accommodation	As defined in Organizational Policy 1-70 – <i>Accommodation Policy</i>
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.
Workplace	Any location that a City employee or council member performs tasks, jobs and projects on behalf of the City of Burlington, and includes, but is not limited to, City of Burlington facilities, parks and job sites (field work). For the purpose of this Policy, it does not include one’s own residence.

## Principles:

### Vaccination:

Effective June 11, 2022, with the exception of new hires and Burlington Fire Department (as detailed herein), vaccination requirements are paused.

Effective February 11, 2022, Burlington Fire Department staff will be required to be fully vaccinated by April 1, 2022. After April 1, 2022, Burlington Fire Department staff will no longer be able to test regularly as an alternative to vaccination. Proof of vaccination (i.e. 2<sup>nd</sup> dose) must be submitted by April 1,

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2022, in accordance with the COVID-19 Staff Vaccination and Testing Procedure.

In addition, all new hires (city-wide) will be required to be fully vaccinated, with the following provisions:

- For offers extended after January 5, 2022, the candidate will need to be fully vaccinated, as an immediate condition of employment. Limited exemptions may apply.

## **Individual Exemption:**

The City acknowledges its obligation under the Ontario *Human Rights Code* (the “Code”) and will comply with its duty to accommodate in appropriate cases. To facilitate this, those individuals who are not vaccinated for medical reasons must provide written documentation from a physician or nurse practitioner that sets out:

- a) That the person cannot be vaccinated against COVID-19 due to medical reasons;
- b) The accommodation being sought;
- c) The expected time period that the person will remain unvaccinated.

The City reserves the right to request further information in individual circumstances.

## **Regular Testing:**

Effective June 11, 2022, all rapid antigen testing requirements are paused.

## **Accommodations:**

As always, workplace accommodations, as legislated under the Ontario Human Rights Code, will be made in accordance with the Code and the City’s accommodation policy, such as for those who are unable to be vaccinated due to medical reasons (supported by objective medical documentation). Accommodated individuals will still require testing, in accordance with this policy and the procedure developed to execute this policy. For more detailed procedural information, please see the *COVID-19 Staff Vaccination and Testing Procedure*.

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**Note: this policy and the procedure developed under this policy, are subject to change at any time, based on the evolving pandemic situation, industry best practices/guidelines and/or regulatory requirements. Employees who fail to comply with this policy will be subject to discipline, up to and including termination of employment.**

## References:

COVID-19 Staff Vaccination and Testing Procedure  
Authorization to Release Information Form  
Ontario Human Rights Code  
City of Burlington Accommodation Policy – 1-70

## Roles:

### **Accountable:**

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

### **Responsible:**

The Executive Director of Human Resources, the Human Resources Department and the Burlington Leadership Team will support the execution of this policy and its procedure(s).