



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: January 5, 2022
Next Review: March 9, 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 requires a COVID-19 vaccination policy for large workplaces.

Definitions:

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

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.

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Term	Definition
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:

The City requires its staff and council members to be fully vaccinated against COVID-19. All staff and council members will be required to provide proof of vaccination status and a signed authorization to release information form, by no later than October 1, 2021. All medical information regarding vaccination status or accommodations, will be treated with the highest confidentiality and will only be used for the purposes of this policy.

Effective December 22, 2021, Burlington Fire Department staff will be required to be fully vaccinated by March 1, 2022. After March 1, 2022, Burlington Fire Department staff will no longer be able to test regularly as an alternative to vaccination. Proof of vaccination (i.e. 2nd dose) must be submitted by March 1, 2022, in accordance with the COVID-19 Staff Vaccination and Testing Procedure.

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Effective January 5, 2022, all City of Burlington staff (full time, part time, seasonal, temporary, contract, interns/co-op/students, volunteer firefighters) and council members, will be required to be fully vaccinated by April 1, 2022. After April 1, 2022, staff will no longer be able to test regularly as an alternative to vaccination. Proof of vaccination (i.e. 2nd dose) must be submitted by April 1, 2022, in accordance with the COVID-19 Staff Vaccination and Testing Procedure.

In addition, all new hires will be required to be fully vaccinated, with the following provisions:

- For offers that were extended on or before January 5, 2022, the incumbent will be required to be fully vaccinated by April 1, 2022.
- 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:

Starting October 4, 2021, unvaccinated individuals (including individuals who are unable to be vaccinated at this time due to medical reasons), will be required to participate in regular rapid antigen testing (RT) or polymerase chain

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reaction (PCR) testing. In preparation for testing requirements commencing October 4, 2021, the clinic will open October 1, 2021, from 12 PM to 8 PM.

For individuals who regularly work on-site: to attend the workplace, an individual must have two negative tests within 7 days prior (employees are encouraged to space tests out).

For other individuals (i.e. work from home and may be required to attend the workplace, have an irregular schedule, 24-hour shift schedule, etc.): to attend the workplace, you must test negative within 72 hours prior to arrival at a workplace.

The frequency of required testing (from 1-3x weekly) may vary based on the risk level in the province at any given time and/or Ministry of Health guidelines and is subject to change at the discretion of the City. Testing frequency requirements will be communicated, as changes are made. If an individual is not attending the Workplace during a 7-day period, testing will not be required for the period of non-attendance at the Workplace. The City's eScreener will include a screening question for individuals to answer, regarding vaccination status (or a negative test result).

If an individual receives a preliminary positive result at the clinic (or any other test location), they will be required to leave the clinic, self-isolate immediately, schedule themselves for a PCR test at a local assessment centre within 48 hours and follow the directions of Public Health and the City.

The City will make RT available at a centralized location until November 26, 2021. The RT clinic will be open 5 days a week for 40 hours. Hours of operation will be 12 PM to 8 PM, Monday-Friday (subject to change based on operational needs). Individuals who are required to undergo testing under this Policy, included in the RT program, must obtain a test at the City clinic, outside of their regular work hours.

After November 26, 2021, City provided RT will no longer be available; if an individual remains unvaccinated, they will be required to arrange and pay for their own RTs (frequency subject to change as noted above) and will need to show/submit the result(s), following the process detailed in the *COVID-19 Staff Vaccination and Testing Procedure* (the City will reimburse for verified Human Rights accommodations). Individuals must continue to complete daily

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eScreening, prior to attending the Workplace, which includes answering a question regarding vaccination status or a negative test result.

As of March 1, 2022, regular testing will no longer be accepted as an alternative to vaccination for Burlington Fire Department.

As of April 1, 2022, regular testing will no longer be accepted as an alternative to vaccination for City staff.

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*.

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
Ontario Regulation 364/20 – *Rules for Areas at Step 3 and at the Roadmap Exit Step*, under the Reopening Ontario Act.

Roles:

Accountable:

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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).