

[Company Name] COVID-19 Vaccination Policy

1. POLICY

The health and safety of [Company Name] employees is a priority. [Company Name] is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19. Vaccination is a key element in the protection of [Company Name] workers against the hazard of COVID-19. [Company Name] is also committed to compliance with all applicable public and occupational health and safety, human rights, privacy, and other laws in the development and implementation of this Policy.

This policy is designed to support and maximize COVID-19 vaccination rates among [Company Name] workers as one of the critical control measures for the hazard of COVID-19. To this end, [Company Name] workers are required to be fully vaccinated against COVID-19 with a Health Canada approved COVID-19 vaccine.

2. RATIONALE

Full vaccination has been shown to be effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 and COVID-19 variants.

Given the continuing spread of COVID-19, including the Delta variant, within Ontario, the compelling data demonstrating a higher incidence of COVID-19 among the unvaccinated population and the increasing levels of contact between individuals as businesses, services, and activities have reopened, it is important for [Company Name] workers to be fully vaccinated in order to protect themselves against serious illness from COVID-19 as well as to provide indirect protection to others, including coworkers.

3. SCOPE AND APPLICABILITY

This Policy applies to all [Company Name] employees (unionized and non-unionized), contractors and volunteers at all premises where the [Company Name] has any duties as an employer as defined by the Occupational Health and Safety Act (OHSA). For this policy, reference to "workers" shall be read to include employees, contractors and volunteers.

New workers are required to be fully vaccinated against COVID-19 as a condition of being employed/engaged by [Company Name].

4. VACCINATION REQUIREMENT

All [Company Name] workers are required to be fully vaccinated with a COVID-19 vaccine series by [DATE 2– 28 days after DATE 1]. For a two dose vaccine series, employees must receive one dose of COVID-19 vaccine by [DATE 1] and two doses of COVID-19 vaccine by [DATE 2– 28 days after DATE 1]. For a single dose vaccine series (e.g. Johnson and Johnson), employees must receive the dose by September 30, 2021.

5. SUPPORT FOR VACCINATION

If operationally feasible, and with the permission of their immediate supervisor, [Company Name] workers can be released on work time to be vaccinated while on-duty, either in the work location or at a

designated vaccination site, without loss of compensation or the requirement to use credits, to a maximum of one day (one shift).

6. PROOF OF VACCINATION

[Company Name] requires proof of vaccination from all workers. Proof means documentation verifying receipt of a vaccination series approved by Health Canada.

Workers will be required to update their vaccination status in accordance with the established process and by the dates set out in this policy, as they obtain each dose of COVID-19 vaccine.

[Company Name] will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada, in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

Workers may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where employees are directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to work (e.g. after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption).

7. ACCOMMODATION FOR COVERED INDIVIDUALS WHO CANNOT BE VACCINATED

[COMPANY NAME] is committed to a workplace free from discrimination and harassment in accordance with Ontario human rights laws. [COMPANY NAME] will accommodate workers from the strict application of this Policy who qualify based on one or more of the protected grounds of discrimination in the *Human Rights Code* up to the point of undue hardship.

Workers seeking accommodation are required by law to self-identify the specific prohibited ground of discrimination they believe vaccination would infringe and participate in the accommodation process, including, but not limited, to providing information to establish the existence of a protected grounds, related restrictions and possible methods of accommodation. To discuss possible exemptions and related accommodation under this Policy, eligible workers should contact their immediate supervisor or human resources.

8. CONTINUED COMPLIANCE WITH ALL HEALTH AND SAFETY PRECAUTIONS

Unless a legislated or regulatory exemption applies, all [Company Name] workers are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in [Company Name] business.

Workers who remain unvaccinated due to a substantiated Human Rights Code related accommodation request, may be required to take additional infection and prevention control measures, including providing proof of a negative COVID-19 test, as well as self-isolation if exposed to COVID-19.

9. ONGOING MONITORING AND ASSESSMENT OF COVID-19 WORKPLACE SAFETY MEASURES

[Company Name] will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of workers and the public that they serve. To that end, and in consultation with the regional public health unit, [Company Name] will continue to assess other available workplace risk mitigation measures, including, for example, requiring proof of a negative COVID-19 test, etc. If it is determined that additional precautions are necessary, [Company Name] may decide to deploy new measures (including at an individual level) to protect employees and the public from COVID-19 and may amend this policy accordingly and/or communicate the required precautions to impacted employees.

10. CONSEQUENCES OF NON-COMPLIANCE WITH POLICY

Employees who do not comply with this policy may be subject to discipline, up to and including dismissal.