



COVID-19 Mandatory Vaccination Policy - FAQ

What is the purpose of this Policy?

The Policy is part of our ongoing effort to protect the health and safety of our employees, the individuals we serve and our community. This is an obligation we all share under Ontario's health and safety legislation.

In addition, the Acting Medical Officer of Health for Lambton County has strongly recommended all employers implement mandatory vaccination policies.

Where can I view the COVID-19 Mandatory Vaccination policy?

The Policy can be found on the Township's shared M: drive when accessing a township computer. The policy can also be accessed on the Township's website homepage at: <http://stclairtownship.ca/>

The link can be found below the "Update on Closure of the St. Clair Civic Centre" section but above the "COVID-19 Impacts for Township Residents" section.

Who does the COVID-19 Mandatory Vaccination Policy apply to?

This Policy applies to all employees of the Township, including full-time, part-time, permanent, temporary and casual, volunteers including Firefighters, members of Council and persons appointed by Township Council, students, contractors and consultants acting on behalf of the Township.

What is the deadline to provide proof of vaccination?

The Policy requires employees to provide proof of COVID-19 vaccination no later than December 14, 2021.

How long will the COVID-19 Mandatory Vaccination Policy be in Effect?

The Policy is in place for an undefined period of time, as long as the risks and impacts of COVID-19 are present. The Policy will be reviewed on a regular basis and amended, as required, as the information and data regarding COVID-19 evolves.

Where do I get my proof of vaccination?

Proof of vaccination can be obtained via:

- the Lambton Public Health website at <https://lambtonpublichealth.ca/2019-novel-coronavirus/covid-19-vaccines/>
- the provincial website at <https://covid19.ontariohealth.ca/>
- the Provincial Vaccine Booking Line at 1-833-943-3900

How do I provide my proof of vaccination?

Employees are required to provide Consent to Disclose/Release Medical Information Form and their proof of vaccination as outlined in the Policy to the Township's HR Coordinator in person or via email at kgibson@stclairtownship.ca.

Should Employees wish to redact any personal information such as Health Card Number or birthdate from their proof of vaccination, they may do so prior to submitting the document.

Will my personal health information be protected?

Personal health information will be collected and protected in accordance with Ontario privacy legislation and will be used solely for the purposes of administering and enforcing the Township's COVID-19 Mandatory Vaccination Policy.

How do I make a vaccination appointment?

There are many ways an appointment can be made.

- Online at www.getthevaccine.ca or <https://lambtonpublichealth.ca/2019-novel-coronavirus/covid-19-vaccines/register/>
- By calling the Lambton Public Health Vaccine Call Centre at 226-254-8222
- Contacting a local pharmacy

Will I be permitted to attend a vaccination appointment during regularly scheduled work hours?

The Township will make reasonable arrangements to allow for staff to attend COVID-19 vaccination appointments during work time without loss of pay.

What happens if I choose not to be vaccinated?

Employees who choose not to be vaccinated will be required to successfully complete the Township's COVID-19 vaccines education program by December 22, 2021. Those employees will be contacted by Human Resources and provided the link to access the program.

The Township's COVID-19 vaccines education program covers the following:

- i) How COVID-19 vaccines work;
- ii) Vaccine safety related to the development of the COVID-19 vaccines;
- iii) Benefits of vaccination against COVID-19;
- iv) Risks of not being vaccinated against COVID-19; and
- v) Possible side effects of COVID-19 vaccination.

Additionally, employees will be required to submit to ongoing COVID-19 Rapid Antigen Testing, on their own time and at their own cost, and provide proof of results on a weekly basis, whether positive or negative, to the Township's HR Coordinator via email at hr@stclairtownship.ca. If an employee tests positive for COVID-19 through the Rapid Antigen Testing, they are not permitted to enter the workplace. The employee must contact their supervisor/manager for further direction. Any employee subject to this testing who attends a workplace is affirming that their latest test result was negative.

Effective December 15, 2021, testing is to be completed no less than once every seven (7) days or on such greater frequency and in such manner as set out by Provincial directives, guidelines and/or orders applicable to the Employee's specific workplace.

Who provides COVID-19 Rapid Antigen Testing?

The Lambton Public Health website provides a list of locations providing this service. Certain pharmacies may also provide this testing.

Does the Policy allow for exemptions?

Anyone seeking an exemption and/or reasonable accommodation in relation to this Policy and its requirements in accordance with the *Ontario Human Rights Code* and/or *Accessibility for Ontarians with Disabilities Act*, should first speak to their supervisor/manager. Human Resources will be contacted to assist with the request.

Section 6. Subsection 2. of the Policy provides additional information with respect to this matter.

Will Employees with exemptions or reasonable accommodations be required to complete the Township's COVID-19 Vaccines Education Program and/or submit to ongoing COVID-19 Rapid Antigen Testing?

Employees with exemptions or reasonable accommodations may still be required to complete the Vaccines Education Program and/or submit to ongoing COVID-19 Rapid Antigen Testing.

Who should I speak to if I have questions about the Policy?

There are a number of individuals you may speak to. You may approach your supervisor and/or manager. In addition, questions may be posed to Human Resources. If you are a member of a bargaining unit, you may also wish to consult with your union representative.