

**CORPORATION OF THE  
TOWNSHIP OF SOUTH ALGONQUIN  
BY-LAW NO. 21-666**

**Being a By-Law to establish a Municipal Vaccination policy**

**Whereas**, Section 5 (3) of the Municipal Act, S.O. 2001, c.25 provides that municipal power shall be exercised by By-Law; and

**Whereas**, pursuant to s. 10(2) paragraph 6 of the Municipal Act, Council has authority to pass By-Laws respecting the “health, safety and wellbeing of persons”, which includes staff and members of the public who interact with staff;”

**Whereas**, under the *Occupational Health and Safety Act (Act)*, the employer is required to take all reasonable steps in the circumstances to protect the workers.

**Whereas**, Council of the Corporation of the Township of South Algonquin deems it expedient and necessary to adopt a Vaccination Policy;

**The Council of The Corporation of the Township of South Algonquin enacts as follows:**

1. That the Vaccination Policy, attached hereto as Schedule A and forming part of this By-Law, is hereby established and adopted.
2. That this By-Law shall come into force and take effect upon being passed by Council.

READ A FIRST & SECOND TIME THIS 1<sup>ST</sup> DAY SEPTEMBER 2021

\_\_\_\_\_  
Jane A E Dumas, Mayor

\_\_\_\_\_  
Bryan Martin, CAO Clerk /Treasurer

READ A THIRD TIME AND PASSED THIS 1<sup>ST</sup> DAY SEPTEMBER 2021

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Jane A E Dumas, Mayor

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Bryan Martin, CAO Clerk /Treasurer

## COVID-19 SAFETY IN THE WORKPLACE AND VACCINATION POLICY

POLICY MANUAL	POLICY NO. HS-001-03
For Township of South Algonquin	EFFECTIVE DATE: Sept 1,2021 Revised:
SUBJECT: COVID-19 SAFETY IN THE WORKPLACE AND VACCINATION POLICY	DEPARTMENT: Health and Safety

### PURPOSE

1. The Township of South Algonquin has a duty to ensure a safe workplace, and to provide services in a manner that is safe for our constituents and community. We work in shared spaces, we routinely interact with the public, and we often enter into people's homes and other workplaces for the purpose of providing municipal services.
2. Covid-19 is a highly infectious viral disease, transmitted by way of oral exhalations as well as through physical contact with surfaces. Consequences from being infected with covid-19 can range from the slight to the severe, and include long-term debilitating impacts as well as mortality. Covid-19 poses a serious threat to health.
3. Accordingly, we are adopting this policy to protect the wellbeing of our employees and their families, our customers, visitors and service-providers, and the community at large from infection with covid-19.
4. This policy will comply with all applicable laws and is based on guidance from the Ministry of Health and Long-Term Care, the provincial Chief Medical Officer of Health, and local health authorities, as applicable.

### SCOPE

5. This policy applies to all employees, volunteers and elected officials of the Township. It may also apply to contracted service-providers, where circumstances warrant and in the discretion of the CAO/Clerk-Treasurer.
6. Collectively, these individuals are referred to in this policy as "workers".

### PROCEDURE

7. The Township has implemented, and will continue to implement, various measures in the workplace as a result of the covid-19 pandemic and as may be recommended by public health authorities. All workers must comply with these measures.
8. One such measure is vaccinations. Specifically, all workers are required to receive two vaccinations against covid-19 on or before November 1<sup>st</sup>, 2021.
9. Proof of having received such vaccinations by November 1<sup>st</sup>, 2021 must be provided to CAO/Clerk-Treasurer.
10. In the event that "booster" shots are recommended by public health authorities, these will also be required. Additional information will be provided when known.

11. Workers who provide proof of vaccination are presumed, by the act of providing the proof, to be consenting to the Township having this information.
12. The Township is committed to supporting its workers in accessing vaccines. If any worker is experiencing difficulty in being vaccinated, for example scheduling the vaccination or securing childcare for the vaccination or arranging transportation to the vaccination site, then the Township will provide assistance as necessary. This includes allowing workers paid time off to attend a vaccination appointment or in the event of post-vaccination symptoms or side-effects.
13. The Township will accommodate workers who cannot receive vaccinations for reasons of disability or creed (commonly referred to as “religion”) in accordance with the *Human Rights Code*. Any worker seeking such accommodation must speak with CAO/Clerk Treasurer.
14. Personal beliefs against vaccination that do not fall within the *Human Rights Code* will not be accommodated.
15. Workers who do not provide proof of having received two vaccinations (either because they have not been vaccinated or because they do not consent to providing proof of vaccination), and who are not being accommodated pursuant to the *Human Rights Code*, must take the following measures when at work:

#### **Masks**

- a) the worker must wear a three-ply mask of the type provided by the Township;
- b) the mask must cover the mouth and nose and be worn at all times during working hours, whether in municipal buildings, privately-owned buildings, municipal vehicles or outside;
- c) the mask may be removed when the worker is on an approved break, which must be taken outside and while maintaining a physical distance of at least 2 meters from other people;
- d) the mask may be removed when the worker is drinking or eating while on a coffee or eating break, but such break cannot be taken in a space that is also used by other workers;
- e) the mask may be removed when driving alone in the worker’s own, private vehicle; and
- f) masks must be replaced as soon as they get damp, soiled or crumpled and disposed of properly in a lined garbage container.

#### **Hands**

- g) the worker must wash their hands frequently with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands both before and after:
  - i. touching their eyes, nose, or mouth;
  - ii. touching their mask; and
  - iii. eating, smoking or vaping.

#### **Testing**

- h) the worker must undergo rapid antigen point-of-care testing in the event that such testing is implemented in the workplace.

#### **Additional**

- i) additional measures may be prescribed upon the recommendation of public health authorities, which must then also be taken by the worker.

## **PRIVACY**

16. Information pertaining to vaccination status, including proof of vaccination, will be maintained, protected and secured by the CAO/Clerk-Treasurer.
17. This information will be used only for the purpose of ensuring compliance with this policy or for a consistent purpose.
18. The information will remain confidential, subject only to being disclosed where there is a need for others to know, internally (such as Council) or externally (such as public health authorities), or as required by law.
19. All such information will be destroyed by the Township as soon as it is no longer needed.

## **NO HARASSMENT**

20. The Township does not tolerate harassment. This includes harassment on the basis of or related to vaccination status.
21. All workers, regardless of whether they get vaccinated, do not get vaccinated but are accommodated, or do not get vaccinated but follow the prescribed measures, are entitled to work in a manner that supports their dignity and affords them respect.
22. Any worker who engages in harassment will be subject to discipline, up to and including dismissal. Please see the Township's Harassment and Violence in the Workplace Policy, Staff Code of Conduct and/or the Council Code of Conduct, as applicable.
23. The Township will also take steps in the event that a service-provider, or constituent or community member engages in harassment of a worker in the workplace.

## **CHANGES TO MEASURES**

24. As we have all seen throughout this pandemic, recommendations from public health authorities can change as new information is received. The Township makes best efforts to remain current, and the measures described in this policy may therefore change from time to time. Any changes will be communicated to workers, who are then required to comply with the updated measures.

## **FAILURE TO COMPLY**

25. Failure to Comply with this policy will result in disciplinary actions up to and including dismissal.
26. We all have a shared responsibility to keep each other safe.
27. Please direct any questions regarding this policy to the CAO/Clerk-Treasurer.