

Corporate Strategic Team	<h1>Corporate Directive</h1>
Directive Title:	Mandatory COVID-19 Vaccination
Directive Number:	2021-06
Date in Effect:	October 14, 2021
Current as of:	July 4, 2022

Context

1. As an employer with a strong commitment to health and safety, the Town of Canmore will take every reasonable step to protect the health, safety and welfare of its employees and others from the hazard of COVID-19. The Town has determined that it is necessary for the protection of its workplace to mandate COVID-19 vaccinations for all its employees, volunteers, and the workforce of contractors at Town worksites and facilities, as a further control in mitigating the hazard of COVID-19. This directive, and any related procedures, outline the requirement for employees to be fully vaccinated against COVID-19, unless unable to receive vaccination due to an accepted medical reason.

2021-11-10; 2021-12-07

2. Vaccinations help reduce the risk of spread at the workplace and lower the risks of severe outcomes, providing a greater likelihood of business continuity.
3. Scientific evidence and data show that the COVID-19 vaccinations currently available in Canada are safe and effective.

Definitions

4. **Accepted medical reason** means an employee has provided a Medical Exemption Letter that has been reviewed and accepted by a Town’s third-party provider, such as Homewood Health.
- 4.1 **Contractor** means any person or entity other than a Town employee or volunteer who (1) provides goods or services to the Town under a contract or agreement between that person or entity and the Town; and (2) directs the activities of a workforce consisting of one or more persons at a Town of Canmore worksite or facility.

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5. **Employee** means an individual who is employed by the Town of Canmore through a signed employment contract.
6. **COVID-19**, or Coronavirus Disease 2019, means a respiratory disease caused by the SARS-CoV-2, a new coronavirus discovered in 2019.
7. **COVID-19 Vaccine** means a COVID-19 vaccination approved by the Government of Canada.

8. **Fully vaccinated** means 14 days have passed since a person received at least two COVID-19 vaccines or any combination of such vaccines. 2022-07-04
9. **Human rights protected ground** means grounds established under the *Alberta Human Rights Act* (AHR) that are protected against discrimination, such as, but not limited to, race, colour, ancestry, religious beliefs, physical disability, and medical disability.
10. *Section 10 deleted 2022-07-04*
11. **Proof of vaccination** means a government approved document listing an individual's immunization record also refer to as an immunization record.
- 11.1 **Volunteer** means a person who performs or supplies services for no monetary compensation for, or on behalf of, the Town of Canmore. 2021-11-10
- 11.2 **Worksite** means the physical places where Town of Canmore employees deliver services and work activities, such as, but not limited to, indoor and outdoor Town-operated facilities, vehicles, and equipment. For clarity, worksite does not include a construction site under the care and control of a prime contractor that is not the Town of Canmore. 2021-12-07

Scope

12. This directive applies to all employees, volunteers, and contractors of the Town of Canmore. 2021-11-10

Mandate

13. This directive, and any related procedures, outline the requirement for employees, volunteers and the workforce of Contractors working at Town worksites and facilities to be fully vaccinated against COVID-19, unless accommodated due to an accepted medical reason or other human rights protected ground.
- a) *Section 13(a) deleted 2022-07-04*
- b) *Section 10 deleted 2022-07-04*
- 2021-12-07; 2022-07-04
14. Employees who do not comply with the directive will be deemed unfit for work and will be placed on leave without pay.
15. *Section 15 deleted 2022-07-04*

Privacy Protection

16. The Town of Canmore will not ask for nor allow Human Resources (HR) or security screening personnel to ask new or current employees for any medical information other than verification that an individual has received two doses of an accepted COVID-19 vaccination. The Town of Canmore will retain an electronic record in the Human Resources Management System (HRMS) system (currently Dayforce), with access only permitted to HR staff. The vaccination list will be maintained confidentially, up to the point where individual vaccination status may need to be shared with a

supervisor for the purposes of accommodation, scheduling, or to change someone’s employment status (e.g., place on leave). None of such records will be used or disclosed except in accordance with this Directive and in accordance with the *Freedom of Information and Privacy Act* (FOIP).

Accommodations

- 17. The Town of Canmore may make accommodations for employees who cannot become vaccinated against COVID-19, due to an accepted medical reason, disability, religious and/or other human rights protected ground.

Duration

- 18. This Corporate Directive will expire when the health and safety purpose justifying its implementation no longer applies.

2022-07-04

Roles and Responsibilities

19. Employees

- a) Have at least two vaccines against COVID-19 and provide proof of vaccination, unless exempt due to an accepted medical reason.
- b) Provide the information required for a third-party engaged by the Town to adjudicate medical exemption or other human rights protected ground claims, if required.
- c) *Section 19(c) deleted 2022-07-04*

2022-07-04

20. Supervisors/Managers

- a.1) Ensure that all volunteers and contractors in your area who report to an indoor and/or outdoor worksite, have at least two COVID vaccines in accordance with this directive.
- a) Communicate and provide access to this directive to all employees and ensure they are fully aware of the associated timelines and deadlines.
- b) *Section 20(b) deleted 2022-07-04*
- c) Ensure that candidates going through the recruitment process are aware of this directive and that if hired, they must accordingly provide the required documentation prior to beginning work.

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21. Human Resources

- a) Ensure that employees hired after the date of this directive provide proof of being fully vaccinated against COVID-19, or an accepted medical reason for non-vaccination, prior to beginning work with the Town.
- b) Ensure that employees with an accepted medical reason for non-vaccination are provided with reasonable accommodation where feasible.
- c) *Section 21(c) deleted 2022-07-04*

- d) Collect, manage, and protect vaccination and COVID-19 testing documentation in accordance with the *Freedom of Information and Privacy Act* (FOIP).

2022-07-04

21.1 Contractors

- a) Shall ensure that the Contractor’s workforce at Town worksites and facilities is vaccinated against COVID-19.

2021-12-07

Document Management

22. Changes to this directive may be requested by contacting the Manager of Human Resources.

23. The municipal clerk is responsible for maintaining the record copy of this directive.

Created by: Johanna Sauvé
 Manager of Human Resources Date: December 7, 2021

Approved by: Lisa de Soto
 Chief Administrative Officer Date: December 7, 2021

Current version approved by: Sally Caudill
 Chief Administrative Officer Date: July 4, 2022

Revision History

Action	Date	Notes
Approved	2021-10-14	New
Amended	2021-11-10	Directive expanded to include volunteers and contractors.
Amended	2021-12-07	Clarification of definitions and scope of requirement for contractors.
Amended	2022-07-04	Updated in response to Stage 3 of Provincial Path to Normal