



Policy Type:	Human Resources	Policy Number:	HR - 16
Policy Title:	COVID-19 Vaccination Policy	Initial Policy Approval Date:	October 2021
		Last Review/Revision Date	
		Year of Next Review	2024

1.0.1 Purpose and Scope

The health and safety of our employees is our top priority. Trent Lakes Public Library (the Library) is committed to taking every precaution reasonable in the circumstances for the protection workers from the hazards of COVID-19. While current Safety Plan protocols such as masking, hygiene and social distancing have been effective, the emergence of new COVID variants has made the necessity of vaccination greater than before. Based on the unanimous advice of every Public Health Unit in the Province, vaccination remains the most effective means available for protecting ourselves and others from virus transmission, hospitalization, and death. We encourage employees who have not vaccinated, and who are medically able to do so, to consult their physician or their local health unit to discuss options and to reconsider vaccination.

This Policy has been developed and introduced based on these imperatives, the advice of public health authorities and Ontario Government Regulation 577/21 which directs that all employers comply with the advice, recommendations and instructions issued by the Chief Medical Officer of Health and all Regional/Municipal Medical Officers of Health. **The Peterborough Public Health Unit has issued an order recommending that all workplaces enhance their workplace policies to include a requirement that all employees receive a COVID-19 vaccine, unless otherwise medically exempt.**

Based on these directives and in the interests of workplace and public safety, the Library is implementing this **COVID-19 Vaccination Policy** in order to protect our employees, clients, contractors and visitors from the risks of COVID-19 transmission.

This Policy will go into effect on **November 1, 2021** and applies to all employees, students and volunteers. For the purpose of this policy only, reference to “employees” or “staff” includes volunteers and students.

This Policy is intended to address the public health crisis caused by the COVID-19 pandemic and is being implemented on an interim basis. We will review this policy on a periodic basis to reassess the need for these requirements based on the advice of public health authorities and government regulation.

1.0.2 Procedure

Based on the direction of the Public Health Unit, effective **November 1, 2021**, employees are expected to confirm and provide proof of vaccination with a vaccine approved by Health Canada prior to this date.

Vaccination information will be maintained as confidential in accordance with our privacy policies and applicable privacy legislation and will be limited to the employee’s name and date of vaccination. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and for infection and prevention control measures in the workplace. This information will be strictly controlled and kept separate from your human resources file. Any questions and confirmation of your vaccination status can be submitted in confidence to Stephanie McPherson or to our HR provider, SHRP (hrlive-support@savinohrp.ca | 705-400-7145).

Workers without vaccination records will be assumed to be unvaccinated.

Paid time-off will be provided to any staff member who wishes to attend a vaccination clinic.

Please note, while this policy strongly encourages employee vaccination and requires confirmation of vaccination status based on the direction of the Health Unit and provincial regulations, **the Library is not making vaccination mandatory for employees. Employees will not be discharged, disciplined, or otherwise experience reprisal as a consequence of vaccination status. However unvaccinated employees will need to observe the additional precautionary measures advised below.**

1.0.3 Accommodation

The Library will provide reasonable accommodation measures to staff who cannot accept vaccination due to a verified medical exemption or another reason recognized under the Ontario Human Rights Code. Any accommodation request must be made in writing and must detail specific restrictions so we can consider reasonable accommodation plans based on this input and available resources. In the case of a medical exemption, this information must indicate if the restrictions are temporary or permanent and must be submitted and confirmed by a licensed physician or a nurse practitioner.

Employees 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 ongoing, regular proof of a negative COVID-19 test, as well as self-isolating if exposed to COVID-19 (in addition to following all other Public Health Unit directives).

Staff who decline vaccination (and who are not eligible for accommodation as stated above) may be permitted to attend work provided additional safety measures can be implemented to manage risks to an acceptable level based on public health guidance and workplace safeguards. These measures will be discussed with the staff member and may include providing ongoing, regular proof of a negative COVID-19 test, completing a vaccination education session (available in the [HRLive](#) platform), as well as self-isolating if exposed to COVID-19 (in addition to following all other Public Health Unit directives).

In all cases, if additional measures cannot provide for an acceptable level of workplace safety, or if the staff member refuses to accept the measures offered, they may be placed on an Infectious Disease Emergency Leave (IDEL) of absence until it is deemed safe for them to return to work. Staff may also use any accrued vacation allowances in these circumstances.

1.0.4 Outbreaks

While it is hoped that the collective impact of current public health measures, including policies such as this, will greatly reduce the probability of a COVID 19 outbreak in our workplace or community, we must have measures in place to address these risks.

In the event of a COVID-19 outbreak, unvaccinated and partially vaccinated workers (who have only received one dose of a two-dose COVID-19 vaccine series) will not be permitted to work in areas affected by the outbreak.

1.0.6 Ongoing Measures

Please note that our safety plan and all other health protocols remain in place, including masking, physical distancing, and enhanced cleaning and hygiene procedures. Our existing *Communicable Diseases Risk Management Policy* continues to apply.

We remain committed to protecting and supporting the well-being of our employees and the communities we serve. We will continue to regularly review, balance and adapt this policy to reflect the needs of our workplace as well as evolving government and public health guidance. If it is determined that additional precautions are necessary, we may implement new measures (including at an individual level) to protect employees and the public from COVID-19 and may amend this policy accordingly.

We appreciate your cooperation and thank you for doing your part to help keep our workplace and community safe.

This policy will be under review and may be changed by the CEO at any time.