

THIS IS A SAMPLE VACCINATION POLICY – PLEASE CONSULT YOUR LEGAL PRIOR TO IMPLEMENTING

COVID-19 VACCINATION WORKPLACE SAFETY POLICY

DATE

PURPOSE & SCOPE

In accordance with COMPANY NAME (“ABC”) commitment to providing and maintaining a working environment for our staff, customers and members of the public that is free of known hazards that may be reduced by vaccinations, such as COVID-19, ABC is adopting the COVID-19 Vaccination Workplace Safety Policy as more thoroughly described below (the “Policy”).

This Policy applies to all ABC employees in the Province of PROVINCE working at any ABC facilities (the “Staff”).

POLICY

ABC recommends and encourages all Staff to be fully vaccinated against COVID-19 as soon as possible, as recommended by both the provincial and federal governments and public health authorities.

All Staff must provide confirmation of their vaccination status to the Human Resources department via an email to [INSERT EMAIL] no later than DATE. Staff members confirming that they are vaccinated will be required to show proof of vaccination.

Confirmation of vaccination status will be kept in a secure and confidential file only accessible by the Human Resource department. Use of your vaccination status information is restricted to contact tracing, managing your employment relationship with ABC, and making decisions required to ensure every precaution reasonable is taken to protect health and safety in our workplace.

Where a Staff member chooses not to be vaccinated the Staff member will be required to disclose in writing to the Human Resource department, the reason for not being vaccinated (e.g., religious or medical grounds, etc.). This information will be kept secure in the employee’s confidential medical information file. Use of the information is restricted to managing your employment relationship and enables ABC to fulfill its duty to accommodate while ensuring every precaution reasonable is taken to protect health and safety in our various workplaces and sites.

In the case of a Staff member who has the opportunity to receive the vaccine and has chosen not to be vaccinated, ABC will review all the circumstances and relevant information, including the existence of a COVID-19 outbreak in such Staff member’s working location, to implement any actions necessary to protect workplace health and safety, up to and including restricting Staff access to certain areas in the workplace or assignment to work activities with a reduced risk of COVID-19 transmission, placing the individual on an unpaid leave of absence, and/or modifying or terminating employment.

All Staff may continue to be required to utilize all Personal Protective Equipment (PPE) deemed necessary or appropriate by ABC, regardless of position, and to follow all physical distancing protocols and other requirements and directives issued by ABC or the relevant government authority.

All Staff continue to be required to stay home when they are sick (symptomatic of COVID- 19 or otherwise) and isolate until symptoms resolve in accordance with applicable public health guidance. In the case of a Staff member who exhibits symptoms (unrelated to a pre-existing illness or health condition) while at work, the Staff member will be sent home immediately.

REASONABLE ACCOMODATION

Staff in need of an exemption from this Policy due to a medical reason, or because of a sincerely held religious reason, will have their cases considered on an individual basis. Please speak to your immediate supervisor, manager, or the Human Resource department, if this applies to you.

Where a Staff member provides a medical, religious, or other valid reason for having not received a COVID-19 vaccination, ABC will work with the Staff member where possible to grant accommodations provided such accommodations do not cause undue hardship or pose a direct threat to the health and safety of others.

NON-COMPLIANCE

Staff that does not comply with this Policy prior to the stated deadline may be subject to disciplinary action, including potential termination of employment.

CONFIDENTIALITY

Information relating to a Staff member's vaccination status, symptom reporting, and/or the reason(s) for not receiving a COVID-19 vaccination will be stored in accordance with applicable privacy legislation.

CONTACT FOR QUESTIONS

Please contact your Human Resource representative with any questions.

For further information regarding the federal and provincial recommendations, please see the below links:

- ADD: Provincial Links
- Government of Canada <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/vaccines.html>

POLICY MODIFICATIONS

This Policy may be amended from time to time by ABC as it deems necessary or appropriate, as relevant circumstances change, and at all times will be applied in accordance with public health guidance and applicable law.