



**TOWN OF TOFIELD**

**POLICY AND PROCEDURE  
HANDBOOK**

## **HUMAN RESOURCES**

**POLICY: Mandatory Vaccination**

**Policy :4.06**

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**Purpose:**

The Town of Tofield fosters and maintains a healthy and safe environment in the best interests of all employees, clients, and other stakeholders. As a part of the Town of Tofield's efforts to do so and having regard to the unprecedented risks posed by the COVID-19 pandemic to the health and safety of individuals, organizations and broader society, the Town of Tofield is mandating that all employees receive a Vaccine as a condition of continued employment, unless Exempt.

**Scope:**

This Policy applies to all employees and members of Council of the Town of Tofield.

## **DEFINITIONS**

The following terms in this Policy have the following meanings:

- "COVID-19"** means the disease caused by the SARS-CoV2 virus, including any new strains of such virus, and for the purposes of this policy a reference to the "COVID-19 pandemic" includes a reference to COVID-19.
- "Employee"** means all employees of The Town of Tofield and, for the intent of this policy shall also apply to all members Council.
- "Employee"** reporting structure shall see all employees reporting to the Chief Administrative Officer.
- "Council"** reporting structure shall see all members of Council reporting to the Mayor.
- "Exempt"** means an exemption from the requirement to receive a Vaccine pursuant to section 6 of this Policy.
- "Vaccine"** means a full dose of a vaccine for the SARS-CoV2 virus which has been approved for use by Health Canada on an interim or permanent basis.

### **Policy:**

1. Unless Exempt, all Employees must receive a Vaccine by the deadline established by the Town of Tofield as a term and condition of continued employment.
2. Employees hired by the Town of Tofield may be required to provide proof to the Employer of having received a Vaccine, or confirmation that such Employee will obtain a Vaccine once available, unless Exempt.
3. Employees who fail or refuse to comply with this Policy will be subject to the following, at the discretion of the Town of Tofield, having regard to the circumstances:
  - (a) termination of such Employee's employment for just cause;
  - (b) being placed on an unpaid leave of absence until such time as the Employee complies with this Policy;
  - (c) such other consequence as determined by the Town of Tofield.
4. Administration is responsible for:
  - (a) providing Vaccine educational materials to Employees;

- (b) establishing or modifying deadlines for Employees to receive a Vaccine or to submit a request to be Exempt, having regard to the availability of the Vaccine from health authorities;
  - (c) maintaining records confirming Vaccines by Employees, and records relating to whether an Employee is Exempt, in accordance with applicable privacy legislation; and
  - (d) processing Employee requests to be Exempt and ensuring that such requests to be Exempt are handled pursuant to applicable human rights legislation, where applicable.
5. Employees are responsible for:
- (a) taking all necessary steps to protect the health and safety of themselves and others in the workplace;
  - (b) complying with all legal measures and Town of Tofield policies to address the COVID-19 pandemic;
  - (c) fully cooperating with the Town of Tofield when making a request to be Exempt; and
  - (d) providing proof in a form satisfactory to the Town of Tofield of having received a Vaccine or submitting a request to be Exempt in accordance with the deadline established by Administration.
6. An Employee may request that he or she be Exempt from the requirement to receive a Vaccine by submitting to the Town of Tofield a request for exemption based on one of the following:
- (a) a medical condition which, in the opinion of a physician, renders the Employee unable to safely receive a Vaccine, provided that such request is submitted with a note or letter from such physician confirming the need for an exemption;
  - (b) a sincerely held religious belief or practice which prohibits the Employee from receiving a Vaccine, provided that such request is submitted with records which, in the opinion of the Town of Tofield acting reasonably, establishes such belief or practice;
  - (c) a reason other than those set out in sections 6(a) or (b), along with such information as the Town of Tofield may reasonably require to consider the request to be Exempt, and its impact on the health and safety of the workplace.

7. Upon receipt of a request from an Employee that he or she be Exempt, the Employer shall consider the request in accordance with human rights legislation (where applicable) and shall communicate to such Employee whether the request is granted or refused. The Employer may require additional information as determined on a case-by-case basis.
8. Where an exemption is granted, the Town of Tofield may consider reasonable alternatives which would address the risk of the COVID-19 pandemic and may make alterations to the terms and conditions of the Employee's employment where necessary to achieve reasonable accommodation, including without limitation requiring the Employee to work from home, requiring the Employee to take on modified job duties to reduce risks to health and safety in the workplace, requiring the Employee to utilize personal protective equipment, or other alterations.
9. The decision by the Town of Tofield regarding a request to be Exempt is final, subject to the discretion of the Town of Tofield to reconsider the request.
10. Having regard to the sensitivity of medical information, the Town of Tofield shall take reasonable steps to ensure that the information provided by Employees pursuant to this Policy is treated as confidential, is only made available to those persons who have a demonstrated need to know the information and is maintained only for such time as is necessary, having regard to the COVID-19 pandemic and applicable legislation. Specifically, an employee may satisfy the requirement of providing proof of vaccination by showing to the CAO, OR Designate his or her vaccination certificate without leaving a copy of the certificate with the Town of Tofield.
11. This Policy may be amended or replaced by the Town of Tofield in its discretion, having regard to changing circumstances.

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COUNCIL APPROVAL MOTION #08-09-21

  
MAYOR

DATE: October 12, 2021