

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

BY-LAW NUMBER 2021-062

being a By-law to adopt a "COVID-19 Vaccination Policy"
known as Policy Number 87

Whereas the Municipal Act, S.O. 2001, Chapter 25, as amended, Section 5 (3), states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas the Municipal Act, S.O. 2001, Chapter 25, as amended, Section 9, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas the Council of The Township of Southgate has deemed it desirable to adopt a policy with respect to COVID-19 Vaccination,

Now therefore be it resolved that the Corporation of the Township of Southgate hereby enacts as follows:

1. **That** the "COVID-19 Vaccination Policy" known as Policy No. 87, attached hereto as Schedule A is hereby adopted; and
2. **That** this by-law shall come into force and effect on the date of its passing.

Read a first, second and third time and finally passed this 5th day of May, 2021.

John Woodbury – Mayor

Lindsey Green – Clerk



COVID-19 Vaccination Policy

1. Purpose

The purpose of this procedure is to outline the requirements of staff regarding COVID-19 immunization and to clarify the process for supporting the immunization of staff.

2. Policy Scope

This Policy applies to all Township employees including but not limited to full-time, part-time, casual, temporary, student, volunteer firefighters and seasonal employees. It applies to the initial dose of a vaccine and the administration of any subsequent doses.

3. Definitions:

- a. **COVID-19** refers to a virus belonging to a large family called coronavirus, which includes the virus that causes the common cold and more severe respiratory diseases. The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.
- b. **Vaccine** is a substance used to stimulate the production of antibodies and provide immunity against specific diseases.

4. Responsibilities

a. Supervisors

- i. Ensure that employees are aware of the importance of getting vaccinated against COVID-19.
- ii. Where feasible, support time from regular duties for staff to attend vaccination.
- iii. Follow and comply with any federal or provincial mandates or directives regarding the vaccination of staff.
- iv. Continue to enforce workplace precautions that limit the spread of COVID-19 virus.

b. Human Resources

- i. Assist management with any labour relations and health and safety issues arising from application of this policy.
- ii. Provide information and guidance to leaders and employees on COVID-19 immunization as requested.
- iii. Provide disability management services for staff as required.
- iv. Provide staff with access to information on COVID-19, health and safety precautions, and on the value of the COVID-19 vaccine.
- v. Provide staff information on location and scheduling of vaccination clinics when available.



c. Employees

- i. Review provided information and remain informed about COVID-19 and COVID-19 immunization as it relates to your role, personal health and/or professional requirements.
- ii. Continue to follow health and safety protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination.
- iii. Adhere to any federal or provincial mandates or directives requiring vaccination.
- iv. Identify opportunities to obtain COVID-19 vaccination through community clinics or from health care professionals.
- v. If multiple doses of the vaccine are required, ensure subsequent doses are also received.

5. Employee Immunization

- a. The Township strongly encourages that all employees who are able become vaccinated against COVID-19 as a measure to protect their health and the health of the community.
- b. If there is a federal or provincial mandate, directive or legislation for an employee to be vaccinated, the employee must adhere to the requirements outlined within the applicable mandate, directive or legislation.

6. Access to Vaccination Clinics

- a. Reasonable arrangements will be made to allow for staff to attend COVID-19 vaccination clinics during work time.
- b. Employees will ensure awareness and approval from their supervisor in advance before attending a clinic during work time.
- c. Supervisors will ensure continued flexibility in scheduling staff to attend vaccination appointments. All efforts should be made to allow the employee to use time at the beginning or end of their shift day or to extend lunch and break times as operationally feasible with work schedules to attend vaccination clinics.

7. Continued Diligence

- a. All employees are reminded to continue to practice Public Health measures to control spread regardless of vaccination status.
- b. Employees must adhere to the health and safety protocols at all times while in the workplace, including handwashing, physical distancing where possible, and the use of Personal Protective Equipment as required by their position and task.