



Declaration of COVID-19 Vaccination Status

In accordance with the City of North Bay COVID-19 Vaccination Policy and in order to continue to protect the health and safety of City of North Bay employees and members from the public from the spread of COVID-19, and to meet our obligation under the Occupational Health and Safety Act to take all necessary precautions to protect the health and safety of the workforce, it is required that all employees, members of Council and members of Council appointed committees (excepting those with an exemption under the Human Rights Code) at the City of North Bay are fully vaccinated. The purpose of this declaration is to gather the necessary information to ensure the health and safety of our employees. This information will be held confidentially in Human Resources and will be shared with managers and supervisors as needed in the case of operational requirements, and/or non-compliance. Failure to review and sign this declaration will result in your inability to attend work and may result in discipline up to and including termination of employment. For any questions about this process, please contact Human Resources.

Please check one of the following options:

- ☐ I am fully vaccinated. I hereby consent to provide my vaccination records to Human Resources, **and have attached a copy of my vaccination receipt to this form.** I hereby declare the information submitted is accurate to the best of my knowledge.
- ☐ I am partially vaccinated and plan to be fully vaccinated. **I have attached a copy of my first vaccination receipt to this form; I confirm that I will provide my second vaccination receipt and a new declaration form to Human Resources before November 15, 2021 at 12:00 p.m.** I hereby declare the information submitted is accurate to the best of my knowledge.
- ☐ I am not vaccinated and I am requesting an accommodation due to a bona fide exemption under the Ontario Human Rights Code. I understand that my request will be reviewed by Human Resources and submission of this form does not constitute acceptance of the exemption.
- ☐ I am not vaccinated and do not intend to be vaccinated.*

*Selection of this option requires the employee to request an unpaid leave or use of paid banked time, or vacation credits.

Employees, members of Council and members of Council appointed committees without an approved accommodation plan and not fully vaccinated against the hazard of COVID-19, in accordance with the implementation requirements of this policy will be placed on a leave of absence and may elect to request vacation leave, banked time (if available) or a leave of absence without pay. These will be subject to a review of operational requirements.

I understand that failure to complete this form and submit it to Human Resources by October 15, 2021 at 12:00 p.m., in accordance with the COVID-19 Vaccination Policy, may result in discipline up to and including termination of employment.

DATED at North Bay, Ontario, this _____ day of _____, 2021

Employee Name (Print Clearly)

Employee Signature