



## **COVID-19 Vaccination Policy and Vaccination Declaration**

### **Frequently Asked Questions**

#### **Q. Why do we need a vaccination policy?**

The health and safety of our employees and members of the public remains a top priority and the City is committed to doing our part to help mitigate a fourth wave of COVID-19. This policy contributes to those efforts while meeting obligations through the Occupational Health and Safety Act requiring that employers ensure a safe work environment for their employees, and aligns with public health advice.

#### **Q. When does the policy come into effect?**

The policy is effective immediately.

#### **Q. When do I need to be fully vaccinated?**

Employees, (including full-time, part-time, temporary, casual, contract, volunteers, and students), members of Council and Council appointed committee members must meet the definition of fully vaccinated under this policy by November 29 2021. This means that employees must receive their second vaccine no later than November 15, 2021. Therefore, to be in compliance with this policy, employees must receive their first dose on or before October 15, 2021.

#### **Q. What is the deadline to provide my vaccination status?**

Employees, members of Council and Council appointed committee members are required to provide their vaccination status by completing a "Declaration of COVID-19 Vaccination Status Form" and proof of Vaccination by October 15, 2021 and update as required.

#### **Q. I am vaccinated but I don't feel I should have to disclose my vaccination status. Why is the City asking for this information?**

Employees, members of Council and Council appointed committee members are required to disclose and provide proof of vaccination status in the interest of health and safety and to ensure the policy is being followed.

### **Q. What if I have an exemption?**

Written documentation required for those not fully vaccinated due to grounds protected by the Ontario Human Rights Code should be provided to Human Resources. For guidance, please see the OHRC policy statement [http://www.ohrc.on.ca/en/news\\_centre/ohrc-policy-statement-covid-19-vaccine-mandates-and-proof-vaccine-certificates](http://www.ohrc.on.ca/en/news_centre/ohrc-policy-statement-covid-19-vaccine-mandates-and-proof-vaccine-certificates). For medical exemptions, a **fully completed** Statement of Medical Exemption Form must be signed by a physician or nurse practitioner and submitted to Human Resources for review.

### **Q. How will my privacy be protected?**

Information collected regarding vaccination status will be maintained in accordance with all privacy legislation and stored confidentially by Human Resources. Information provided will only be used for implementation of the policy, health and safety protocols, and infection and prevention control measures in the workplace.

### **Q. How do I provide my vaccination information?**

Every employee, member of Council and Council appointed committee members must submit a "Declaration of COVID-19 Status" with their official Vaccination Certificate attached to Human Resources. This documentation can be submitted via email to: [humanresources@northbay.ca](mailto:humanresources@northbay.ca) or placed in a sealed envelope addressed to "Human Resources" and placed in the Inter-office mail. **This form must be received by Human Resources before October 15, 2021 at 12:00 p.m.**

### **Q. Who sees my medical information and who will know my vaccination status?**

The City will maintain this information in accordance with all privacy legislation. This information will only be used to the extent necessary for implementation of this policy, health and safety protocols, and infection and prevention control measures in the workplace. Only those staff required to review this information for the purposes of determining policy compliance will see this information.

### **Q. What grounds will be considered for an accommodation?**

Only bona fide medical or religious exemptions will be accepted for accommodation. Philosophical objections and/or personal principles are not a

protected ground under the Ontario Human Rights Code. For guidance, please see the OHRC policy statement:  
[http://www.ohrc.on.ca/en/news\\_centre/ohrc-policy-statement-covid-19-vaccine-mandates-and-proof-vaccine-certificates](http://www.ohrc.on.ca/en/news_centre/ohrc-policy-statement-covid-19-vaccine-mandates-and-proof-vaccine-certificates).

If an employee, member of Council and/or a Council appointed committee members is not vaccinated and has requested an exemption, the individual will be required to:

- Complete the Declaration of COVID-19 Vaccination Status form by October 15, 2021 and attach the following required documentation;
  - Completed Statement of Medical Exemption provided by either a Physician, or Nurse Practitioner that certifies that the employee cannot be vaccinated against COVID-19, the reason, and the length of the exemption or:
  - Information from a Faith Leader confirming; 1) the duration of membership; 2) the Faith's position on opposition of vaccination and; 3) contact information for the Faith Leader.
- Adhere to requirements defined by The City of North Bay relating to necessary testing and the use of personal protective equipment.

**Q. What will happen if I do not disclose my vaccination status?**

Non-compliance with this Policy may result in discipline, up to and including termination.

**Q. What will happen if I am not vaccinated?**

Employees, members of Council and Council appointed committee members without an approved accommodation plan and who do not provide proof of a first dose by October 15, 2021 at 12:00 p.m. and/or a second dose by November 15, 2021 at 12:00 p.m., 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 until such time that they are fully vaccinated under the definition of the policy.

**Q. Do I still need to be vaccinated if I work from home?**

Yes. The policy applies to all employees including full-time, part-time, permanent, temporary, casual, volunteers and students, members of Council and Council appointed committee members regardless of an employee's work-from-home status.

**Q. Will we still need to wear masks in City facilities if everyone is vaccinated?**

Yes, at this time, employees must continue to follow all workplace health and safety policies and directions, including wearing a mask, regardless of their vaccination status.

**Q. Will I be allowed to continue to work if I only have one dose of the vaccine?**

Employees, members of Council and Council appointed committee members who have their first dose of COVID-19 vaccine by October 15, 2021, and provide proof to Human Resources of that vaccination may continue to work as normal and must provide proof of receipt of their second dose by November 15, 2021 at 12:00 p.m.

**Q. Why can't we just submit to regular testing if we don't want to be vaccinated?**

Testing is only another screening tool and has its limitations. Mandatory vaccines focus on primary prevention by focusing on eliminating the risk.

**Q. Where can I find out more about vaccines and how to get vaccinated?**

For more information on the COVID-19 vaccine and vaccination clinics visit <https://www.myhealthunit.ca/en/health-topics/covid-19-vaccine-vaccination-frequently-asked-questions.asp#BookingAppointments>