

Procedure

COVID-19 Vaccination



This procedure falls under Administrative Policy A1701A *COVID-19 Vaccination*

Program Impacted	Employee Experience & Safety <i>The City of Edmonton's staff are safe and supported to achieve their aspirations and deliver excellent services.</i>
Approved By	City Manager
Date of Approval	March 2, 2022
Approval History	September 16, 2021
Next Scheduled Review	September 30, 2022

Application

- This policy applies to all Employees of the City of Edmonton.

Definitions

For the purposes of the Policy and Procedure, the following terms have the following meanings:

- **COVID-19:** The disease caused by the SARS-CoV-2 coronavirus (including any variant).
- **COVID-19 Vaccine:** A COVID-19 vaccination authorized by Health Canada (e.g. Pfizer-BioNTech/Comirnaty; Moderna/Spikevax; Janssen (Johnson & Johnson); AstraZeneca/COVISHIELD/Vaxzevria).
- **Employee(s):** All individuals who are employed by the City of Edmonton on any basis, including full-time, part-time, permanent, temporary, and casual, and also includes volunteers.
- **Fully Vaccinated:** Having obtained all required doses of a COVID-19 Vaccine, including having observed a two (2) week period (or longer where required) following the final dose.

COVID-19 Vaccination Requirements

COVID-19 Vaccination

- Employees must be Fully Vaccinated against COVID-19 and provide proof of vaccination.
- Employees who cannot be Fully Vaccinated on the basis of a protected legal ground (e.g. medical, religious) may request an exemption.

- For a two dose vaccine series, Employees must receive one dose of COVID-19 Vaccine by September 30, 2021 and the second dose of COVID-19 Vaccine by October 31, 2021.
- Employees hired after the approval date of this Policy will be required to be Fully Vaccinated or to have an approved exemption before beginning work with the City of Edmonton.

Providing Proof of COVID-19 Vaccination

- By October 8, 2021, Employees must provide proof of all COVID-19 Vaccine doses received to date, in a form satisfactory to the City, as per the City's designated process.
- Proof of two doses of the COVID-19 vaccine must be submitted by October 31, 2021.
- Employees will provide a copy of their COVID-19 immunization record (that shows their name) along with their employee ID number electronically or by mail or facsimile. The date of vaccination, type and dose will be recorded and kept on file in accordance with retention and disposition schedules. The copy of the immunization record is transitory and will be destroyed within 30 days of review of the immunization record.

Accommodation Exemptions

- An Employee may request an exemption from the requirement to be Fully Vaccinated by submitting a request for vaccination exemption to Disability Management on the basis of a protected legal ground, which may include:
 - a sincerely held religious belief which prohibits the Employee from receiving a COVID-19 Vaccine (accompanied by a sworn or affirmed declaration of that belief); or
 - a medical condition which prevents the Employee from safely receiving a COVID-19 Vaccine (accompanied by medical documentation from a physician licensed to practice in Alberta confirming that the Employee cannot safely receive a COVID-19 Vaccine and the anticipated duration of the required exemption).
- Employees submitting a request will be required to provide support for the basis of the request, including providing any information reasonably requested by the City.
- Employees with an approved exemption will be accommodated as per the City's accommodation policies, procedure and framework.

COVID-19 Vaccination Discussion

- The City strongly encourages any employee who is not Fully Vaccinated to meet with a physician to have a full and frank, two-way dialogue about the benefits and risks of a COVID-19 Vaccine.
- The City will make available a letter that an employee can take to their physician to assist in having the conversation.

Unvaccinated Employees Without an Exemption

- Employees who do not provide proof that they are Fully Vaccinated or have an approved exemption will be required to submit to ongoing COVID-19 rapid antigen testing up to twice per week (frequency to be determined at the City's discretion), at the Employee's own cost, through the City's designated process.
- Employees who do not comply with the testing requirements will be deemed unfit for work and will be placed on leave without pay.
- The City reserves the right to modify the application of this Policy based on operational needs, including any requirement or processes relating to testing.

Ongoing Safety Requirements

- Employees who are Fully Vaccinated or who have an approved exemption are still required to adhere to all other City of Edmonton workplace COVID-19 hazard controls.

Non-compliance with the Policy and Procedure

- Failure to comply with this Policy and Procedure, including providing false or misleading information, may result in discipline up to and including termination.
- Notwithstanding the commencement of a leave under this Policy and Procedure, the City reserves the right to terminate the employment of an Employee who is away from work on a non-culpable basis or on a culpable basis where warranted.

Getting Vaccinated

- Employees can take up to three hours off as paid time during the work day to get a COVID-19 Vaccine dose. Employees must provide advance notice to their supervisor of their appointment time.
- To book a COVID-19 Vaccine dose, contact Alberta Health Services online or call 811.

Safeguarding Personal Information

- The information being collected under this Policy and Procedure is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and is managed and protected in accordance with FOIP. If you have any questions about the collection and use of your information under FOIP, please contact the Director of Safety Systems and Health Services, in writing (by mail to 9803 102A Ave NW, Edmonton, AB, T5J 3A3) or by phone (780-940-7286).
- The City makes reasonable security arrangements to protect information against unauthorized access, collection, use, disclosure or destruction pursuant to Section 38 of FOIP. The information

will be retained to achieve the purposes stated above and will be securely destroyed in accordance with retention and disposition schedules.

Supports Available

- The COVID-19 pandemic is an unprecedented challenge that we are all facing together. There have been many changes in both our personal and work lives that have been stressful and required us to adapt and manage as best we can.
- Please remember that the City has supports available if you are feeling stress, anxiety, or overwhelmed by COVID-19 or anything else that is going on for you in your life. Keep in mind that reaching out for support and assistance is not a sign of weakness, but a sign of strength and your commitment to your health and well being.
- For more information, please access the City's [Wellness Resources](#) or contact the following:
 - LifeWorks Employee and Family Assistance Program (EFAP) - 1-855-789-7289
 - John Dowds, Lead Chaplain & Senior Mental Health Consultant - 780-496-7863
 - Peer Support Team in your area

Review

This procedure may be reviewed and revised before its scheduled review date as circumstances warrant.

References

The following are legislative and administrative references relevant to this Policy and Procedure:

- *Freedom of Information and Protection of Privacy Act*
- *Occupational Health and Safety Act*