

Workforce Safety
& Employee Health

Edmonton

Administrative Policy COVID-19 Vaccination

Guide to Submitting Proof of Vaccination for Pre-Employment

Sept 22, 2021

Safe. Accountable. Integrated.
Helpful. Excellent.

ADMINISTRATIVE POLICY A1701: COVID-19 VACCINATION

As an employer with a strong commitment to health and safety, the City of Edmonton will take every reasonable step to protect the health, safety and welfare of its employees and others from the hazard of COVID-19. The City has determined that it is necessary for the protection of its workplace to maximize COVID-19 vaccination rates of its employees as a further control measure in mitigating the hazard of COVID-19. [Administrative Policy A1701: COVID-19 Vaccination](#), and its related [Procedure](#), outline the requirement for employees to be fully vaccinated against COVID-19, unless exempt on the basis of a protected legal ground.

POLICY 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.

- 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).
- 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.

PROVIDING PROOF OF VACCINATION

Important dates for receiving and submitting proof of vaccination

- **September 30:** Must have received one dose of a COVID-19 vaccine.
If your start date is after September 30, you must have received one dose of a COVID-19 vaccine prior to commencing work.

- **October 8:** Deadline to submit proof of vaccination for all COVID-19 doses you have received to date.

If your start date is after October 8, you must have received one dose of a COVID-19 vaccine and submit proof of vaccination for all COVID-19 doses prior to commencing work.

- **October 31:** Must have received two doses of a COVID-19 vaccine and submit proof of all COVID-19 doses.

If your start date is after October 31, you must have received two doses of a COVID-19 vaccine and submit proof of all COVID-19 doses prior to commencing work.

- **November 15:** Must be fully vaccinated (2 weeks after receiving the final dose of a COVID-19 vaccine).

If your start date is after November 15, you must be fully vaccinated (2 weeks after receiving the final dose of a COVID-19 vaccine) and submit proof prior to commencing work.

- Visit the Government of Alberta's COVID-19 [vaccines and records page](#) where you can find information on booking an appointment with Alberta Health Services or a pharmacy, find a walk-in clinic, or find a doctor's office

Required proof of COVID-19 vaccination

Prospective employees must provide the following information:

- Full name
- Type of vaccines received
- Date of vaccination

- If you have received two doses but do not have a record of your first dose, you may submit proof of your second vaccination only. However, you will be asked to include the approximate date of your first dose.

The following forms of COVID-19 immunization records will be accepted:

- COVID-19 Immunization record
- Copy of paper record received at the time of COVID-19 immunization
- Email confirmation of COVID-19 immunization from your pharmacy

Acceptable submission formats include Google doc, PDF, JPEG, and paper format as long as it shows the employee's full name, type of vaccination, manufacturer, and date received. Screenshots or photos of records are acceptable as electronic submissions.

Obtaining your proof of COVID-19 vaccination

Access your record through the [Alberta Vaccine Record Service](#). You will need to have your personal health care number, but do not need an account to access your record.

Alternatively, refer to this [MyHealth Records Information Sheet](#) for more information on access to your vaccination record from MyHealth Records.

COVID-19 Immunization Record			
First Name: Jane			
Last Name: Alberta			
Birthdate: March 15, 1990			
Gender: Female			
The information in this report is provided as of September 07, 2021 06:29 PM.			
Date Administered	Vaccine Name	Description	Source
July 15, 2021	COVID-19 BNT162b2 - mRNA	Pfizer/BioNTech	Government of Alberta - Provincial Immunization Repository
May 01, 2021	COVID-19 BNT162b2 - mRNA	Pfizer/BioNTech	Government of Alberta - Provincial Immunization Repository
MyHealth Records is a service from Alberta Health			
All information contained in this report is privileged and confidential information intended for use by authorized individuals only.			
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SUBMITTING YOUR PROOF OF VACCINATION

Prospective employees have three options for submitting their proof of vaccination: electronically, by fax or mail.

Important: Do not fill out the form below if you have not yet received a vaccine or if you have an approved exemption. The form below should only be submitted by prospective employees who have received a COVID-19 vaccination.

Electronically:

1. Access the COVID-19 Vaccination Intake form at the link below. Please note that a Google account is required to upload proof of vaccination using this form. If you do not have a Google account, please create one.

[Link to COVID-19 Vaccination Intake Form](#)

2. Fill out the form with your full name along with your COVID-19 vaccination status, type of vaccines received and the date of vaccination
3. Upload a copy of your proof of vaccination into the form and submit.
4. You may request a receipt of your submission for your records.

Fax or mail:

1. Print and complete all fields on the [COVID-19 Vaccination Intake Printable form](#) including your full name, phone number and email address along with your

COVID-19 vaccination status, type of vaccines received and the date of vaccination. Ensure your handwriting is legible.

2. Mail or fax your completed form with copies of your proof of vaccination to:

Mail	Fax
Occupational Health Team, Workforce Safety & Employee Health 11th Floor Century Place 9803 102A Avenue Edmonton, Alberta T5J 3A3	Occupational Health Team, Workforce Safety & Employee Health Fax #: 780-498-7076

ACCOMMODATION EXEMPTIONS

A prospective 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 prospective Employee from receiving a COVID-19 Vaccine (accompanied by a sworn or affirmed declaration of that belief); or
- a medical condition which prevents the prospective Employee from safely receiving a COVID-19 Vaccine (accompanied by medical documentation from a physician licensed to practice in Alberta confirming that the prospective Employee cannot safely receive a COVID-19 Vaccine and the anticipated duration of the required exemption).

Prospective 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. Prospective employees with an approved exemption will be accommodated as per the City's accommodation policies, procedure and framework.

Please contact your Talent Acquisition Consultant for more information about the exemption request process.

- **Note:** If you have an approved exemption and will not receive a vaccination, you DO NOT submit proof of vaccination.