Workforce Safety
& Employee Health

**Administrative Policy
COVID-19 Vaccination**

**Guide to Submitting
Proof of Vaccination**

October 13, 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.

FREQUENTLY ASKED QUESTIONS

A comprehensive FAQ has been prepared to answer common questions.
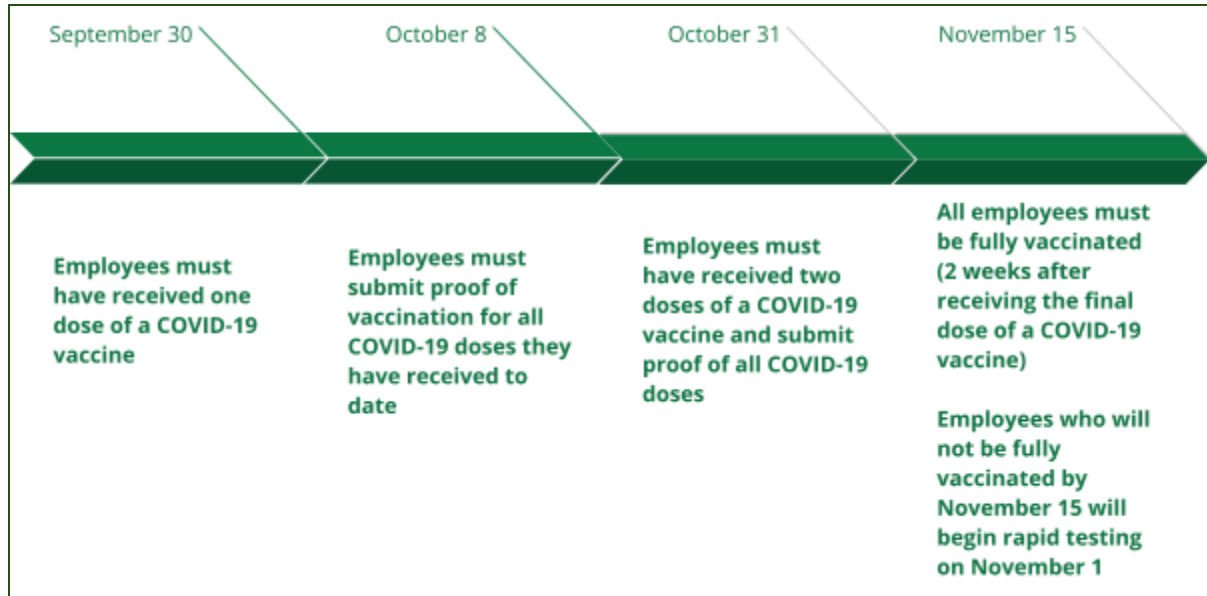
POLICY REQUIREMENTS

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	October 8	October 31	November 15
Employees must have received one dose of a COVID-19 vaccine	Employees must submit proof of vaccination for all COVID-19 doses they have received to date	Employees must have received two doses of a COVID-19 vaccine and submit proof of all COVID-19 doses	All employees must be fully vaccinated (2 weeks after receiving the final dose of a COVID-19 vaccine)

Employees who will not be fully vaccinated by November 15 will begin rapid testing on November 1 |

- 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.

- For those employees that are not vaccinated to date, we are strongly encouraging them to follow Alberta Health Services' recommendations for people who may have hesitations in receiving a COVID-19 vaccine, to visit their family physician or call 811 to learn further about the COVID-19 vaccines from the appropriate experts in this regard. You can take this letter to help guide the conversation with your physician. Employees may also learn more about vaccine safety and effectiveness at this Alberta Health Vaccine myths and facts site.

- 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.

Required proof of COVID-19 vaccination

Employees must provide the following information:
- Full name
- Employee ID
- 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.

- Employee IDs are found on pay advices (stubs), which are delivered a number of different ways:
  - Paper pay advices
  - Electronic in PeopleSoft: Requires logging into the portal, then into PeopleSoft (impacting the majority of employees)
  - Electronic via email to City Gmail account: Requires logging into Gmail

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.

SUBMITTING YOUR PROOF OF VACCINATION

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 employees who have received a COVID-19 vaccination.

Electronically:

1. Access the COVID-19 Vaccination Intake form at the link or QR code below.

> **Note:** employees will need to sign in to a google email (gmail) account to fill out the form. Employees may use their City of Edmonton email account or a personal google gmail account.
>
> If you have challenges accessing the electronic form, please submit your proof of vaccination by fax or mail (instructions below). Proof of vaccination will NOT be accepted by email.

Link to COVID-19 Vaccination Intake Form

Scan the QR code using a smartphone camera:
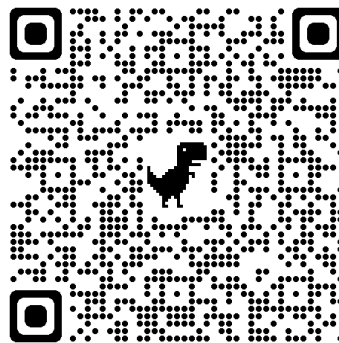
2. Fill out the form with your full name and employee ID along with your COVID-19 vaccination status, type of vaccines received and the date of vaccination

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, employee ID, 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 Employees may use the City's inter-office mail to submit their proof of vaccination if they are working at a City worksite. Mark the envelope confidential.	Occupational Health Team, Workforce Safety & Employee Health Fax #: 780-498-7076

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.

- Complete and submit this [Request for Exemption form](#) if you are requesting an exemption from the requirement to be fully vaccinated.

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