



Title: COVID-19 Vaccination & Testing Policy	Date Approved: December 20, 2021
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Department: Human Resources	Revision:
Rescinds:	Procedure #:

COVID-19 VACCINATION AND TESTING POLICY

The Town of Carberry (“**Carberry**”) is committed to providing a safe and healthy environment for all employees, suppliers, customers and guests. As a result, Carberry is implementing additional measures to protect its employees, elected members of Council, volunteers, contractors, suppliers, customers and guests from contracting and/or spreading Covid-19.

These measures are as outlined in this Covid-19 Vaccination Policy (the “**Policy**”). The Policy applies to all employees, contractors and Council members working for Carberry (the “**Parties**”).

This Policy has been developed based on advice from relevant public health authorities. Consistent with this advice, Carberry strongly encourages all of the above Parties to be vaccinated at their earliest opportunity. If, however, anyone has concerns regarding individual health considerations and a Covid-19 vaccination, Carberry encourages such individuals to seek advice specific to their personal health situation from their regular health care provider.

For further information about the Covid-19 vaccines, Doctors Manitoba has prepared a “Vaccine Answers” page to provide accurate information regarding vaccinations at <https://www.manitobavaccine.ca/answers/>

1. Vaccination Requirement

It is Carberry’s expectation that all Parties will be fully vaccinated on or before January 3, 2022. Subject to Section 5 hereof, Parties will not be permitted to return to the workplace after January 3, 2022, until they have provided documentation showing that they are fully vaccinated or have complied with the Covid-19 testing practices set out in Section 5 of this Policy.

For the purposes of this Policy, the “workplace” shall mean any premises, whether indoor or outdoor, where Carberry operates, including but not limited to any facilities or venues that Carberry owns, leases, or rents for the purposes of its operations, or any location that has been approved by Council.

Further, and for the purposes of this Policy, “fully vaccinated” is currently defined as those who are fourteen (14) days after receipt of their final dose of a Covid-19 vaccination authorized by Health Canada. For Parties receiving Pfizer/BioNTech, Moderna and/or

Astra-Zeneca vaccinations, the “final dose” shall mean their second dose of any such vaccination. Parties will also be considered to be fully vaccinated fourteen (14) days following a single dose of the Johnson & Johnson vaccination.

In accordance with public health guidance, Parties shall be considered to be fully vaccinated fourteen (14) days after receiving their second dose of any vaccine authorized by Health Canada, regardless of whether the vaccinations were the same or a mix of two different vaccination brands. The definition of “fully vaccinated” is subject to change in accordance with public health guidance.

As noted, Carberry strongly encourages those with concerns regarding a Covid-19 vaccination to seek advice specific to their personal health situation from their regular health care provider. This Policy will be applied in accordance with Carberry’s obligations as an employer pursuant to *The Human Rights Code* (Manitoba). Parties who **cannot** obtain a Covid-19 vaccination for medical or religious reasons will be accommodated to the point of undue hardship.

If someone is facing barriers to obtaining a Covid-19 vaccination (such as difficulties with accessing vaccination appointments, time off to obtain vaccination, transportation, etc.), Parties are encouraged to raise such issues with Carberry’s Chief Administrative Officer (the “**CAO**”). Where possible, Carberry will endeavor to take reasonable steps to facilitate individual access to the Covid-19 vaccinations.

2. Confirmation of Vaccination Status

All Parties are required to show authorized confirmation of their fully vaccinated status to the CAO on or before January 3, 2022. Confirmation of Covid-19 vaccination status can be provided by showing a copy of the individual’s Province of Manitoba Immunization Record, by showing one’s Manitoba Immunization Card, or by scanning their QR code.

If Parties are not able to provide any of the above forms of confirmation, Carberry will accept reasonable alternative confirmation of vaccination status on a case-by-case basis. Examples may be where an individual does not have a Manitoba Health card or where they have obtained their vaccination(s) out of the Province of Manitoba.

Any information related to one’s vaccination status will be stored in a secure management system with restricted access.

The CAO will confidentially administer the collection and storage of information related to the vaccination status of the Parties in accordance with Manitoba’s Personal Health Information Act. This information will be treated as personal health information. This information will only be used for the purposes of confirming one’s compliance with this Policy. Once this information is no longer required (either due to the information no longer being required or because the individual has left their employment, or no longer affiliated with Carberry), it will be securely disposed of and no record will be retained regarding the Covid-19 vaccinations.

3. Failure to Comply with this Policy

As of January 3, 2022, any individual under this Policy who has not provided confirmation of vaccination status in accordance with this Policy, or complied with the testing protocols set out in Section 5 hereof, shall not be permitted to enter the workplace.

Failure to comply with this Policy (except as outlined with regard to accommodation for eligible individuals) may result in disciplinary action, up to and including termination of employment or services with Carberry for cause.

4. Accommodation or Exemption

Parties who are **unable** to obtain the Covid-19 vaccination for medical or religious reasons will be provided accommodation if such an accommodation is reasonably possible in accordance with *The Human Rights Code* (Manitoba). Reasonable supporting documentation of the individual's inability to obtain the vaccine will be requested.

Parties who may require accommodation should provide Carberry with notice of the request as soon as possible by contacting the CAO.

Determinations regarding accommodation will be made on a case-by-case basis and will consider the reasons for the accommodation request along with an individual assessment of whether accommodation is impossible or will constitute an undue hardship.

5. Testing Policy

Parties choosing not to get vaccinated or who are undergoing the vaccination process, but are not yet fully vaccinated, must participate in the Testing Policy, outlined below, as of January 3, 2022 until they are fully vaccinated or until this Policy is revoked.

Testing Policy

1. Parties shall complete an authorized self-administered rapid antigen test no more than 72 hours prior to attending the workplace on any given day;
 - a. Authorized self-administered rapid antigen tests ("**Rapid Test**") include:
 - i. the Abbott PanBio COVID-19 antigen test;
 - ii. the BD Veritor COVID-19 antigen test; and/or
 - iii. any other test for COVID-19 approved by the chief provincial public health officer;
 - b. Parties may require change in frequency of testing, as circumstances require;
2. After self-administering the Rapid Test, and subject to the below, before entering the workplace, the Parties shall provide the CAO with the results of their Rapid Test;

- a. Should the Parties receive a *negative* test result, they shall be permitted to enter the workplace and perform their duties;
- b. Should the Parties receive a *positive* test result, they shall immediately contact the CAO to communicate same. Parties must not attend the workplace and shall be required to immediately seek a polymerase chain reaction (“PCR”) Covid-19 test;
- c. Those who have tested positive for Covid-19 shall not be entitled to return to the workplace until:
 - i. They provide the CAO with proof of a negative PCR Covid-19 test taken after the positive Rapid Test;
 - ii. They provide written notice authorizing their return to work, from a medical officer of health or public health nurse designated under *The Public Health Act*, or
 - iii. Ten (10) days have passed since they tested positive with the Rapid Test (and they have similarly tested negative with another Rapid Test no more than 48 hours prior to entering the workplace).
 - a. Should an individual fail to provide the required results at all, they will not be permitted to attend the workplace until they have re-engaged in the Testing Policy;

3. Subject to any human rights obligations short of undue hardship, Parties who undergo the Testing Regimen will be responsible for bearing the cost of the Rapid Test via payroll deduction.

4. The Testing Policy as outlined herein is only available to all employees employed with Carberry prior to January 3, 2022. Subject to any accommodation requirements under the *Human Rights Code* (Manitoba), all employees, contractors or suppliers hired after January 3, 2022 must be fully vaccinated in order to enter the workplace and cannot access the Testing Policy as outlined herein.

6. ACKNOWLEDGMENT

I have received, read, and understood the Policy. I understand that if I have questions, I will contact the CAO. I also understand the Policy is subject to review and change.

Signature of Individual: _____

Printed Name: _____

Date: _____

Received by: _____