

SUBJECT: COVID-19 VACCINATION POLICY – VOLUNTEER AND CONTRACTORS	
DATE OF ISSUE: November 23, 2021	ORIGIN:
REVISION DATE: December 8, 2021	REFERENCE: Workers Compensation Act, Associated guidelines and procedures
REVIEW DATE: <ul style="list-style-type: none"> • January 4, 2022 • April 8, 2022 (Suspended) 	

PURPOSE

The District of Saanich is committed to keeping employees, members of the public accessing District services and facilities as well as our communities safe. As a result, the District requires all contractors and volunteers who provide service to or on behalf of the District to be fully vaccinated against COVID-19

Vaccination against COVID-19 has proven to be safe and effective in reducing the transmission and the severity of serious illness. This policy is intended to protect employees, contractors, volunteers, members of the public and our community against the impacts of COVID-19 through maximizing vaccination rates among those who provide services to or on behalf of the District.

The District takes its legislated obligation of a safe workplace seriously and requiring the workforce to be fully vaccinated against COVID-19 adds another layer of protection to existing safety measures. As the COVID-19 situation evolves, the Policy will be reviewed and amended as necessary, and may be repealed when no longer required to protect our workplace and our community.

SCOPE

The Policy applies to:

- All Volunteers, regardless of workplace or worksite location, including those working remotely.
- Contractors, where one or more of the following applies:
 - the Contractor is performing work within, or otherwise has access to any District property, facility, workplace or worksite;
 - the workplace or worksite location is one where the District is the “prime contractor” for purposes of the *Workers Compensation Act*.

DEFINITIONS

For the purposes of the Policy the following terms will have the following meanings:

“**COVID-19**” means the SARS-CoV-2 coronavirus, including all variants.

“**COVID-19 Vaccine**” means a COVID-19 vaccination series approved by Health Canada.

“**contractor**” means any person, firm or organization providing services to or on behalf of the District, together with any subcontractors, and their respective officers, employees, agents and volunteers.

“**fully vaccinated**” means that an individual has received the full series of a COVID-19 vaccine.

“**proof of vaccination**” means documentation verifying an individual is fully vaccinated issued by the Government of British Columbia, the Government of Canada, or the government of the province, territory, state or country where the individual has been fully vaccinated.

“**volunteer**” means any individual providing services to or on behalf of the District on a volunteer basis, including without limitation a member of any commission, committee or board created or appointed by the District’s Council.

POLICY

VACCINATION REQUIREMENTS

1. Contractors covered by this policy will be required to confirm vaccination status of fully vaccinated by January 31, 2022 in order to continue to provide services to or on behalf of the District.
2. Volunteers will be required to confirm vaccination status of fully vaccinated by January 10, 2022 in order to continue to provide services to or on behalf of the District.

GENERAL

RESPECTFUL WORKPLACE

Disrespectful behaviour, bullying and harassment or discrimination directed towards an individual based on their vaccination status will not be tolerated.

CONFIDENTIALITY

Personal information in proof of vaccination documentation collected under this policy will be securely and confidentially retained, accessed, and used only as required to administer the policy including: assessing compliance with the policy; determining the correctness and completeness of contractor and volunteer vaccination status attestations; and complying with all applicable laws, such as the Occupational Health and Safety Regulation pursuant to the *Workers Compensation Act*.

COLLECTION WITH CONSENT

The collection of vaccination status information is authorized under authority of Section 26(c) of the Freedom of Information and Protection of Privacy Act and it will be collected, used, stored and destroyed in accordance with this legislation and relevant District policies.

CONSEQUENCES OF NON-COMPLIANCE

Non-compliance with this policy will result in the inability to provide service to or on behalf of the District. Reinstatement of services will be considered upon receipt of satisfactory confirmation of fully vaccinated status and will be determined on a case by case basis.

ROLES AND RESPONSIBILITIES

1. Administrator
 - a) Approves policy and procedure.
 - b) Maintains the policy and related procedures.
 - c) Administers the policy and related procedures.

2. Department Heads (Directors)
 - a) Ensure that all department contractors and volunteer are familiar with and abide by the policy.
 - b) Administer the policy within the department.

SUSPENDED