



## **COVID-19 PROOF OF VACCINATION POLICY**

### **1. PURPOSE**

The Columbia Shuswap Regional District (the “CSR D”) is committed to providing a safe and healthy workplace for our personnel as well as for the public we serve. Given the continuing spread of COVID-19 and COVID-19 variants within British Columbia, the CSR D is committed to taking every precaution reasonable in the circumstances to protect its personnel and the public from the hazards of COVID-19.

The CSR D recognizes COVID-19 vaccines as an effective way of reducing the severity of illness associated with COVID-19. The CSR D also recognizes that unvaccinated personnel are at a higher risk than vaccinated personnel of being infected with COVID-19 and transmitting COVID-19 to others.

The CSR D strongly supports recommendations by the provincial and federal governments, and associated public health authorities, that all eligible individuals be vaccinated against COVID-19.

The purpose of this COVID-19 Proof of Vaccination Policy (“Policy”) is to set out the CSR D’s requirement for all of its personnel to provide proof of full vaccination against COVID-19 as a term and condition of continued employment with the CSR D.

### **2. SCOPE**

This Policy applies to all CSR D employees and includes union and exempt employees, permanent, temporary, seasonal, casual, co-op and summer students, elected officials, paid on call volunteer firefighters and emergency management volunteers (“Personnel”).

For the purpose of this Policy, all references to Personnel also includes volunteers and independent contractors, working for or on behalf of the CSR D who are required to enter and work in a CSR D building or facilities.

### **3. POLICY**

#### **a. Proof of Full Vaccination Required**

All CSR D Personnel are required to provide proof that they are fully vaccinated against COVID-19 by January 3, 2022 (the “Deadline”).

For the purposes of this Policy, “fully vaccinated against COVID-19” means Personnel having obtained all required doses of a Health Canada approved COVID-19 Vaccine and 14 calendar days have elapsed following the final dose and having provided Proof of Vaccination by the Deadline.

If at any time Health Canada, the Province of British Columbia or another governing body having authority requires additional measures to meet the definition of what constitutes full vaccination against COVID-19, such as “booster” doses, Personnel will be expected to comply with those additional measures to maintain or achieve their status as fully vaccinated.

In order to provide proof that they are fully vaccinated against COVID-19, Personnel must show a copy of their British Columbia Vaccine Card or such other proof introduced by Health Canada, the Province of BC or another governing body having authority, as well as a copy of the Personnel’s photo identification. Proof of full vaccination must be shown by Personnel to Human Resources by the Deadline.

The CSRD will not keep copies of proof of vaccination records. The CSRD will record that the Personnel has shown proof that they are fully vaccinated against COVID-19.

#### **b. New Personnel**

New personnel are required to show proof that they are fully vaccinated against COVID-19 as a condition of employment with the CSRD prior to their start date.

#### **c. Accommodation Under the Policy**

The CSRD recognizes some Personnel cannot be vaccinated for reasons related to a protected ground under the *Human Rights Code*, RSBC 1996, c. 210, including medical and religious grounds. Personnel who are requesting an accommodation under this Policy will be expected to fill out and return the CSRD’s ‘Request for Accommodation’ form and cooperate with the CSRD in its review of the accommodation request.

If Personnel provide proof that they are unable to be fully vaccinated against COVID-19 because of a protected ground under the *Human Right Code*, the CSRD will work with the Personnel (and the Union, as applicable) to develop and implement an appropriate accommodation plan to the point of undue hardship, including but not limited to a requirement to take additional infection and prevention control measures, providing proof of a negative COVID-19 test, as well as self-isolate if exposed to COVID-19.

Each case will be considered on its own merits, in light of ethical and legal obligations to provide a safe work environment consistent with public health requirements and guidelines, and applicable law.

#### **d. Continued Adherence to COVID-19 Prevention Measures**

Unless a legislated or public health order exemption applies, all CSRD Personnel are expected and required to continue to comply with applicable provincial and regional public health orders and prevention measures to reduce the hazard of COVID-19, including but not limited to compliance with any applicable workplace access controls (e.g. screening), wearing a face-mask or face covering, using provided PPE, maintaining appropriate physical distancing, respecting any physical barriers and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in CSRD business.

#### **4. RESPONSIBILITIES**

All levels of management are responsible for the administration of this Policy.

Managers are expected to lead by example and ensure Personnel complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

Personnel are expected to follow all health and safety policies and protocols and complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

#### **5. CONSEQUENCES OF NON-COMPLIANCE WITH THE POLICY**

Personnel that do not provide proof that they are fully vaccinated by the Deadline, has not requested or is not entitled to accommodation under this Policy (as determined by the CSRD, in compliance with applicable laws) by the Deadline, the CSRD will review all the circumstances and implement appropriate actions necessary to protect workplace health and safety.

Such actions may include, but are not limited to, placing the Personnel on an unpaid administrative leave of absence, requiring the Personnel to complete a mandatory public health training, and/or meeting with a CSRD appointed medical professional.

Any Personnel who falsifies information regarding vaccination status, may be subject to discipline up to and including termination of their employment or services or sanction by the Board.

#### **6. COLLECTION, USE AND DISCLOSURE OF VACCINATION INFORMATION**

Personal information collected by the CSRD pursuant to this policy will be stored and protected in accordance with the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended ("FIPPA").

Personal information collected under this Policy will not be disclosed to any person unless:

- (a) express consent in writing to do so has been given by the Personnel;
- (b) it is legally required to be disclosed;
- (c) disclosure is warranted in order to ensure the safety and security of the workplace, the Personnel or others;
- (d) to manage the employment relationship; or
- (e) the information is otherwise authorized to be disclosed pursuant to FIPPA.

#### **7. AMENDMENTS TO THIS POLICY**

This Policy may be amended by the CSRD at any time to comply with the orders of the Provincial Health Officer, WorkSafe BC, any other authority having jurisdiction, or to otherwise meet its obligations to provide a safe workplace for its personnel.

## 8. FURTHER RESOURCES

- **Proof of Vaccination and the BC Vaccine Card**  
<https://www2.gov.bc.ca/gov/content/covid-19/vaccine/proof>
- **BC's Restart Plan**  
<https://www2.gov.bc.ca/gov/content/covid-19/info/restart>
- **BC Centre for Disease Control**  
[http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-\(novel\)](http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-(novel))
- **Health Canada**  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/canadas-reponse.html>
- **World Health Organization**  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/events-as-they-happen>

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