

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 2.7.8
Section Health and Safety	Subject COVID-19 Vaccination Policy	

1. APPLICATION

1.1 This policy governs the COVID-19 proof of vaccination procedure for all employees of the Municipality of the County of Annapolis (“the County”).

2. AUTHORITY

2.1 *Municipal Government Act*, as it is amended.

3. DEFINITIONS

3.1 **COVID-19** refers to the outbreak of the novel coronavirus known as COVID-19.

4. PURPOSE

4.1 The County is committed to providing a work environment that keeps our employees and the community safe. This commitment means that we must maintain a workplace free of hazards to health such as COVID-19. It is critical therefore that, as an organization, we take reasonable precautions to protect against exposure to COVID-19.

4.2 The purpose of this Policy is to set out the standards that employees must meet in the workplace so that each employee can do their part to keep each other and the public safe.

5. PROCESS

Mandatory Vaccination

5.1 The County requires all employees to be fully vaccinated (have both injections of one of the recognized vaccines) against COVID-19.

5.2 Employees must provide confirmation of their vaccination status by providing an acceptable copy of the Nova Scotia COVID-19 Vaccination Record or other acceptable record if the employee was vaccinated outside of Nova Scotia.

5.3 If an employee is not vaccinated, the employee must disclose in writing to the Employer the reason for not being vaccinated. The Employer recognizes that it has a duty to accommodate employees who cannot receive the vaccine for any reason protected by human rights legislation, such as physical disability or religion. The Employer will review the information and, after consultation with the employee, take alternative actions such as requiring that the employee undergo testing at a regular interval to be determined by the Employer, restricting access to the workplace, placing the employee on an unpaid leave of absence, and / or taking some other step so that the employee does not pose a hazard to other employees or anyone else with whom they would have contact through their work.

5.4 The Employer will provide employees with self-administered rapid test kits. Any employee who tests positive on a rapid test will be required to provide confirmation of a negative PCR test before being allowed to be in the workplace.

5.5 Vaccinations will be only one part of the Employer’s steps to maintain a safe workplace. The County of Annapolis may continue to implement other measures,

such as wearing a mask and physical distancing even if the Province discontinues those steps.

5.6 The County may, at its discretion, apply this Policy to contractors who are working on municipally-owned premises.

6 COMPLIANCE

6.1 Regardless of their vaccination status, employees are required to follow all COVID-19 protocols that the County of Annapolis has in place.

6.2 If an employee does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) the County of Annapolis can require that the employee follow alternative measures such as weekly testing or, where there is no other option that the County considers reasonable, place an employee on an unpaid leave of absence until the employee is in compliance with this Policy, this pandemic ends or the County ends the leave.

7 CONFIDENTIALITY

7.1 Information relating to an employee’s proof of vaccination and/or the reason(s) for not receiving a COVID-19 vaccination will be kept confidential by the County. All medical information and vaccination records will be stored separately from employees’ personnel files, kept secure at all times and destroyed when no longer needed.

8 REVIEW OF POLICY

8.1 The impact of the COVID-19 pandemic will undoubtedly continue to change. The County will, therefore, review this Policy on an ongoing basis, adjusting it if necessary and revoking it if warranted.

Municipal Clerk’s Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i>	<u>September 21, 2021</u>
<i>Council Approval</i>	<u>October 19, 2021</u>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p><i>Carolyn Young</i></p> <p>Municipal Clerk</p> <p>At <u>Annapolis Royal</u> Nova Scotia</p> </div> <div style="text-align: center;"> <p><u>October 19, 2021</u></p> <p>Date</p> </div> </div>	