

Grimsby Public Library – Vaccination Disclosure Policy

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1.0 Policy Purpose

Coronavirus disease (COVID19) is a communicable disease that can be spread relatively easily, including through workplace transmission and can have significant health consequences. Vaccinations help protect individuals, the staff team, work partners and the community we serve.

After declaring a pandemic on March 11, 2020, Health Canada has taken various steps to help stop the spread of COVID19, including approving vaccinations that have been proven to minimize severe illness as well as lower transmission of the COVID19 virus and its variants. In adherence with the Provincial vaccination certification program, workplace vaccination is an important step to ensure the health of staff and continued efficient service delivery to residents, businesses and other stakeholders.

Vaccination does not replace the need for strict adherence to established COVID19 protocols at all times while in the workplace, including daily screening, physical distancing, wearing of masks and eye protection, hand hygiene, infection prevention and control, and COVID19 safety plans.

This policy is being put in place to help minimize the negative impacts of COVID19 and its variants. Therefore, all library employees, students and volunteers are required to either:

- Be vaccinated against COVID19; OR
- Submit to regular antigen testing.

Please note, in recognition of the library's obligations under the Human Rights Code, an individual affected by this policy who presents and substantiates a valid legal justification for exemption on the basis of grounds listed under the Human Rights Code will be accommodated.

2.0 Scope

This policy applies to;

- all Grimsby Public Library employees (including full-time, part-time, permanent, temporary, and casual) including those working remotely or from home; and
- volunteers, including Board Members, student co-op and field placements (unpaid). Grimsby Public Library Board members will disclose vaccination status once Board meetings return to in person meetings.

Individual contributors who are providing or facilitating a program on behalf of the Library are covered by this policy. However, contractors, vendors and employees of other companies are not subject to this policy, unless identified by the Province.

Bona fide Human Rights Code exemptions apply to vaccination requirements. In recognition of the library's obligations under the Human Rights Code, an individual effected by this

policy who presents and substantiates a valid legal justification for exemption on the basis of grounds listed under the Human Rights Code will be accommodated in accordance with the library's processes.

Additional and/or alternative precautions may be taken as the library continues to monitor the COVID19 pandemic and public health regulations.

3.0 Definitions

Fully Vaccinated – An individual is considered fully vaccinated having received the full series of a COVID19 vaccine or a combination of COVID19 vaccines approved by Health Canada or the World Health Organization; and having received the final dose of the COVID19 vaccine at least 14 days ago.

Proof of Vaccination – Documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating individual vaccination status against the COVID19 virus. This includes the Province's vaccination certificate (QR code).

Employees: Anyone that is receiving pay from the library in return for employment services and those students and volunteers who are working for the library in an unpaid capacity. This includes, but is not limited to, full-time, part-time, seasonal, students, and volunteers.

Individuals: Any persons identified within the scope of this policy (see section 2.0 Scope)

Medical exemption: Any medical condition that is approved or supported by a licensed medical practitioner. Any exemptions must be accompanied by a medical note and must meet the criteria as outlined by the Province of Ontario.

Disciplinary action: Corrective action that could consist of verbal and/or written warnings, and could result in leave without pay.

4.0 Policy Details

Overview

All library employees and workers will be required to be:

- Fully vaccinated against COVID19; OR
- Submit to regular antigen testing.

Please note, in recognition of the library's obligations under the Human Rights Code, an individual affected by this policy who presents and substantiates a valid legal justification for exemption on the basis of grounds listed under the Human Rights Code will be accommodated.

Details

1. All individuals within scope of this policy are required to comply with one of the following:

- a. Show proof they are fully vaccinated as defined above. Proof of vaccination, which includes electronic QR codes, electronic copies of vaccination receipts or hard copies of vaccination receipts, must be shown to the employee's supervisor; or
- b. Submit to regular antigen testing 72 hours before starting a shift in person and show a negative test result. Financial support for antigen testing will be available for unvaccinated or undisclosed staff.

Written proof of a medical reason that is approved or supported by a licensed medical practitioner to CEO/Chief Librarian where information will be kept private and confidential, separate from all other files that sets out:

- i. a documented medical reason for not being fully vaccinated against COVID19, and
 - ii. the effective time-period for the medical reason (i.e. permanent or time-limited; if time-limited the individual must provide proof of vaccination in accordance with this procedure within 30 days of the medical reason expiring); or
 - iii. written proof of a bona fide Human Rights Code, as defined by the Ontario Human Rights Code, exemption from using the COVID19 Vaccination.
2. All individuals within scope of this policy are required to comply with Section 1 of this procedure by **January 10, 2022**. Those who have not been fully vaccinated or who do not show their vaccination status and have not provided proof of a bona fide medical or Human Rights Code exemption under Section 1 of this procedure by **January 10, 2022**, may need to adhere to additional infection and prevention control measures as provided herein.

The Grimsby Public Library will comply with its obligations under the Human Rights Code and accommodate individuals who are legally entitled to accommodation in accordance with the Town's established procedures.

3. Effective **January 10, 2022**, should an individual, who is eligible to receive a vaccination dose and does not have a valid exemption, choose not to be vaccinated, or not to show their vaccination status, that individual shall submit to regular COVID19 antigen testing and show a negative result to the CEO/Chief Librarian or designate. Such test results will be considered valid provided they are completed 72 hours prior to the required day of submission, and to be shown no later than the start of that shift, and twice per week. The cost for antigen testing will be eligible as a reimbursable expense by employees, students and volunteers.
4. Effective **January 10, 2022**, where an individual does not show proof of being fully vaccinated against COVID19, but instead provides proof of a bona fide medical or Human Rights Code exemption as described above, the individual shall submit to regular COVID19 antigen testing and show a negative result to their supervisor. Such test results will be considered valid provided they are completed 72 hours prior to the required day of submission, and to be shown no later than the start of that shift, and then twice per week. The cost for antigen testing will be eligible as a reimbursable expense by employees, students and volunteers.
5. If an individual who does not have an exemption and is not fully vaccinated does not show a valid test result prior to reporting for their shift they will be sent home. Vacation or banked time can be used for that day or it could be unpaid. Students and volunteers will not be paid.
6. Should an individual produce a valid positive test result, that individual will be sent for further testing and to isolate at home following Public Health recommendations.
7. Unpaid students and volunteers must fully comply with the provisions within this policy.
8. All newly hired individuals must fully comply with the provisions within this policy.
9. Individuals who provide false documents related to being vaccinated, antigen test results or as part of a bona fide medical or Human Rights Code exemption, may be subject to disciplinary action as laid out in the Definitions section of this policy.
10. Reasonable arrangements will be made to allow for regular full time staff to attend COVID19 vaccination clinics during work time where operationally feasible subject to the following:
 - a. Supervisor approval is required in advance of attending a vaccination clinic during paid work time.
 - b. All efforts will be made to use time at the beginning or end of a workday or an extended lunch or break time as operationally feasible, to attend vaccination clinics, as approved by the CEO/Chief Librarian.
11. Sick time will be provided should the individual experience side effects of the vaccination with supervisor approval.
12. The library staff will be able to visit any bulk antigen testing made available at Town of Grimsby facilities for those staff members choosing regular testing at no cost to the employee.

13. This policy will be aligned with Public Health guidance and advice and be reviewed as needed, for example, with regard to a third vaccination (booster).

5.0 Non-Compliance

Employees who are not fully vaccinated, have not provided a bona fide Human Rights Code exemption or do not submit to regular antigen testing as provided by this policy will be considered out of compliance.

All attempts will be made to work with staff. As a last resort, individuals who do not comply with the policy may be subject to disciplinary action.

Any individual shown to have deliberately provided false information to the Library will be subject to disciplinary action.

6.0 Responsibilities

6.1 CEO Responsibilities

- Ensure individuals have shown proof of their vaccination status or provided an approved exemption to CEO/Chief Librarian. No electronic or physical copies of vaccination status will be kept on file.
- CEO/Chief Librarian will orally report vaccination disclosure status to Town of Grimsby HR.
- Ensure individuals have shown proof of a negative COVID19 antigen test, where applicable. This responsibility may be delegated during weekend and evening times;
- Continue to enforce workplace precautions that limit the spread of COVID19 virus;
- Ensure that individuals are aware of the importance of getting vaccinated against COVID-19, by sharing information from Public Health as required to operate a safe working environment;
- Provide staff with access to information on COVID19, health and safety precautions, and on the efficacy of the COVID19 vaccine; and
- Where feasible, support taking time from regular duties for staff to attend vaccination clinics.
- Accept all documentation (Medical exemptions/Human Rights Code exemptions) relating to this policy and maintain the records in compliance with all relevant provincial legislation; and

- Provide individuals with forms, and guidance on how to apply for an exemption based on medical or Human Rights Code grounds; and
- Provide accommodation to individuals where applicable and in compliance with all relevant provincial legislation.

6.2 Individual / Employee Responsibilities

- Show proof of vaccination status, rapid test results or provide an approved exemption either medical or under the Human Rights Code;
- Follow direction provided by the employer in cases where Rapid Antigen Testing identifies a positive case including completion of a laboratory-based polymerase chain reaction (PCR) test, if required;
- Continue to follow health and safety protocols to ensure personal safety and prevent the spread of COVID19;
- Remain informed about COVID19 and COVID19 vaccination as it relates to your role, personal health and/or professional requirements;
- Adhere to any additional mandates or directives or reporting requirements from provincial or federal authorities; and
- Identify opportunities to obtain a COVID19 vaccination through community clinics or from health care professionals.

7.0 Privacy

The CEO/Chief Librarian will maintain Human Rights Code exemptions, in accordance with privacy legislation and separate from all other personnel file information.

This information is being collected and will only be used and disclosed in accordance with this Vaccination Disclosure Policy. Questions about the collection, use or disclosure of your COVID19 vaccination information can be directed to the CEO/Chief Librarian.

Individuals may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including but not limited to, a situation where individuals are directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to work (e.g. after experiencing symptoms, a COVID19 exposure, or a travel quarantine requirement).

8.0 Related Documents

The following related documents to this Policy:

8.1 Internal Documentation

- COVID19 Facility Safety Plan
- Employee Code of Conduct, Performance & Disciplinary Action Policy (O-12-13)

8.2 External Documentation

- Human Rights Code, R.S.O. 1990, c. H.19
- Occupational Health & Safety Act
- Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11
- Employment Standards Act, 2000, S.O. 2000, c. 41

9.0 Revisions / History

This and associated policies and procedures are subject to periodic updates.