

HEALTH AND SAFETY POLICIES AND PROCEDURES MANUAL		Creation Date: 2021-11-23	
COVID-19 VACCINATION POLICY FOR CONTRACTORS		Revision Dates: N/A	
Approved By: Chief Administrative Officer		Reviewed by Joint Health and Safety Committees:	
Signature: Date:		OCT	Fire
		OPS	Emergency Services
		Pioneer Manor	Airport
		Housing	

1.0 PURPOSE/SCOPE

The purpose of the policy is to protect the health and safety of City of Greater Sudbury (CGS) employees and members of the public interacting with Contractors and to reduce the spread of COVID-19. This policy is intended to meet the obligation under the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1 and the *Human Rights Code*, R.S.O. 1990, c. H.19 to take all necessary precautions to protect the health and safety of the workers.

This policy requires and educates Contractors to receive the vaccine promptly, ensuring a safer work environment and protection to the community. This policy outlines the requirements a Contractor and any parties for which the contractor is responsible in law (i.e. contracted workers, employees, agents, etc.) must meet to be considered to have full vaccination status and to be able to work on CGS premises.

This policy applies to Contractors, who work within any CGS indoor facilities and/or have in-person interaction with CGS employees or members of the public for the performance of their work. Contractors who interact with CGS staff or members of the public on a transactional basis only are exempt from the vaccination requirements outlined in this policy. This policy does not apply to those Contractors who meet the definition of Constructor, as defined herein.

Individuals performing contracted work and are required to be vaccinated as per the Ontario Provincial Health Minister’s directive have an additional obligation and must comply with vaccination policies pertaining to their specific locations and/or professions/ groups pursuant to applicable legislation (e.g., Paramedic Services, Pioneer Manor)

2.0 POLICY STATEMENT

City of Greater Sudbury is committed to workplace safety and to protecting our employees, volunteers, contractors, and attendees at City facilities from the hazards of COVID-19. Vaccination is one of the critical protective measures against the hazard of COVID-19.

This policy is a measure to reduce the risks of the hazards of COVID-19 and may be amended

as new public health directives and/or provincial or federal government legislation, regulations and/or orders are formalized. Any such directives, legislation, regulations, or orders shall take precedence until such time as this policy may be amended to conform to the new requirements.

This policy will be applicable until otherwise directed by the CGS CAO in consultation with Public Health Sudbury & Districts.

To help provide protection and minimize the transmission of COVID-19 within the workplace and in the community, all Contractors are required to provide workers who are fully vaccinated when performing work in any CGS indoor facility and/or where there will be in-person interaction with CGS employees or members of the public. All other health and safety protocols will remain in place to prevent the spread of COVID-19, including, but not limited to: COVID-19 screening, using, and maintaining personal protective equipment, maintaining physical distancing, wearing appropriate face coverings, practicing proper hand hygiene, disinfection protocols, and any other public health measures or divisional protocols.

3.0 DEFINITIONS

Approved Vaccine: A COVID-19 vaccine that has been approved for use by Health Canada and/or the World Health Organization.

Contractor: Includes any company or organization that has an agreement to provide services to the City of Greater Sudbury and includes any parties for which the Contractor is responsible in law. With the exception of Constructors, this policy is applicable to any company or organization, including but not limited to sub-contractor(s), that has employees who will access CGS indoor facilities to perform their contractual obligations or where there is sustained or regular in-person interaction with City employees or members of the public in the performance of the work under their contract agreement.

Constructor: means constructor as defined under Ontario's *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1, as amended.

Fully Vaccinated: Having received the completed series of an approved COVID-19 vaccine by Health Canada. An individual is considered fully vaccinated 14 days after receiving their completed dose, including any required booster doses.

Partially Vaccinated: Individuals who have not received the required number of doses of an approved COVID-19 vaccination series or have received the vaccine(s) at the incorrect interval.

Proof of vaccination: Proof of vaccination must be in the form of an enhanced vaccine certificate with an official QR code provided by the Ministry of Health in Ontario along with Government issued identification. For those vaccinated outside Ontario, acceptable proof is based on the criteria provided by the province/state/country in which they received their vaccine.

Rapid antigen testing: Rapid diagnostic test that directly detects the presence or absence of an antigen.

Unvaccinated: Individual has not received any doses of a COVID-19 vaccine.

4.0 CONTRACTOR RESPONSIBILITIES

- Contractors are responsible for attesting to its compliance with this policy by January 30th, 2022.
- Contractor employees are required to receive both doses of the COVID-19 vaccine and any subsequent required boosters, unless there is bona fide medical or religious exemption, by January 15th, 2022, so that all contractors are fully vaccinated as of January 30th, 2022, at the latest (14 days after dose is received).
- Contractors are required to have a workplace vaccination policy in effect for their workforce.
- Contractors must follow health and safety protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination.
- Contractors must remain informed about COVID-19 and COVID-19 vaccination as it relates to the work being completed, personal health and/or professional requirements.
- Contractors must adhere to any additional mandates or directives or reporting requirements from provincial or federal authorities.

5.0 CITY OF GREATER SUDBURY RESPONSIBILITIES**5.01 Divisional Contract Administrators and Project Managers:**

- Ensure that Contractors have attested to compliance with this policy, specifically the requirements under section 4.0 above by January 30th, 2022.
- Divisions are able to provide an extension to the January 30th, 2022 deadline up to February 15th, 2022 at their discretion.
- Avoid gathering personal health information of individuals performing contracted work to confirm compliance with this policy.
- Perform spot audits on Contractors executing work under contract requirements for compliance with this policy.

6.0 PROCEDURE

- 6.01 CGS requires Contractors to provide a written attestation that the individuals assigned to work on CGS contracts, who enter any CGS workplace or worksite and/or have in-person contact with CGS employees or members of the public have been vaccinated.
- 6.02 CGS requires Contractors to provide a written attestation that it has a Workplace Vaccination Policy in effect for its workforce.
- 6.03 The attestations required in 6.01& 6.02 will be provided by the signing authority for the Contractor.
- 6.04 CGS Contract Administrators are to spot audit Contractors for proof of vaccination status for the duration of this policy.
- 6.05 Contractors who do not comply with this policy may be subject to CGS exercising its available contract remedies, up to and including termination of the contract.

7.0 REVISION TABLE

Revision date	Revised section	Former language	Revised language