

Practice Name	Employee, Volunteer and Contractor COVID-19 Vaccination Policy		
Implemented:	November 4, 2021	Distributed:	City Staff
Last Updated:	November 2, 2021	Version:	1.0
Issued By:	Emergency Operations Centre - Planning Section Chief	Approved By:	City Manager

1. Purpose of the Policy

The purpose of the Employee, Volunteer and Contractor COVID-19 Vaccination Policy (the “Policy”) is to provide the foundation for the City of Surrey (the “City”) to implement an employee, volunteer and contractor COVID-19 vaccination requirement in an effort to mitigate the risks of COVID-19 to ensure a safe and healthy workplace for City employees and those accessing City services and facilities.

The City has followed all requirements of the Provincial Health Officer, developed and implemented a comprehensive communicable disease plan and taken additional actions to further protect employees, volunteers, contractors and members of the public to help prevent the spread of COVID-19.

Vaccines have proven to be safe and effective to help prevent the spread of COVID-19 and reduce the severity of COVID-19.

The City has a legislated obligation to provide all employees with a safe and healthy workplace. The purpose of the Policy is to prescribe the requirement that employees, volunteers and contractors be fully vaccinated against COVID-19 to minimize the workplace transmission of COVID-19 and to help ensure the continued delivery of City services to citizens.

2. Definitions

COVID-19: SARS-CoV-2 coronavirus, including all variants.

COVID-19 Vaccine: a COVID-19 vaccination series authorized by Health Canada.

Employee(s): all City employees regardless of workplace or worksite location, including those participating in the Interim Flexible Work Program.

Contractors: all existing and future contracted service providers who are performing work/services inside existing City Facilities where there is the potential for them to be in close contact with either Employees or the general public and all existing and future hired equipment for work/services that takes place outdoors that will likely result in them being in close contact with Employees.

Fully Vaccinated: having obtained all required doses of a COVID-19 Vaccine as per the Provincial COVID-19 Immunization Plan and 14 calendar days have elapsed following the final dose.

Proof of Vaccination: documentation verifying an individual is Fully Vaccinated. Employees vaccinated in British Columbia must provide a copy of their COVID-19 BC Vaccine Card (including the QR code). Employees vaccinated outside of British Columbia must provide a copy of the government-approved vaccination record from the province/territory/country where the dose(s) were received (for all doses) which must include the employee's name, date of birth, vaccination date and type of vaccination received.

3. Vaccination Requirement

- 3.1. Effective January 4, 2022, all Employees, Volunteers and Contractors must be Fully Vaccinated and provide Proof of Vaccination to the City.
- 3.2. Employees who fail to provide Proof of Vaccination to the City using a City approved technology beginning December 6, 2021 and up to and including January 4, 2022 will be given a further opportunity to comply from January 5, 2022 to January 31, 2022, inclusive, during which time they will be required to:
 - 3.2.1. Attend a mandatory online education program about the efficacy and safety of COVID-19 vaccinations; and
 - 3.2.2. Participate in the City's Rapid Testing Program beginning January 5, 2022.
- 3.3. Employees who fail to provide a Proof of Vaccination to the City using a City approved technology on or before January 31, 2022 will be required to continue to participate in the City's Rapid Testing Program.
- 3.4. Employees who have not provided Proof of Vaccination or comply with the requirements set out in Sections 3.2 and 3.3 (whichever is applicable) prior will be placed on an immediate leave of absence for a minimum of 30 days. The leave of absence will be unpaid unless the Employee has accrued/banked vacation or other banked time available to use during the leave of absence. Employees will be permitted to return to work if they provide Proof of Vaccination prior to expiry of their leave period.
- 3.5. Employees who have not provided Proof of Vaccination or comply with the requirements set out in Sections 3.2 and 3.3 (whichever is applicable) prior to the expiry of their leave of absence set out in Section 3.4 will be subject to disciplinary action, up to and including dismissal.
- 3.6. The City will consider requests for an accommodation from the vaccination requirements of this Policy on an individual basis for those Employees, Volunteers and Contractors who are unable to comply with the Policy because of a personal characteristic protected by the *British Columbia Human Rights Code* or a valid contraindication or deferral to a COVID-19 vaccination as identified by the Provincial Health Officer and as attached as Schedule "A".

3.6.1. Accommodation requests must be submitted to the Director, Human Resources. The City reserves the right to require supporting medical or other documentation and to verify that documentation prior to commencing the accommodation process.

3.6.2. Employees, Volunteers and Contractors seeking an accommodation from the requirements of this Policy are required to participate in the City's Rapid Testing Program.

3.7. Volunteers and Contractors who have not provided Proof of Vaccination or been provided an accommodation from the vaccination requirements of this Policy on or before January 4, 2022 will not be permitted to enter City Facilities or work with Employees as of January 5, 2022.

4. Rapid Testing Program

4.1. Employees, Volunteers and Contractors in the Rapid Testing Program are to regularly complete a City authorized antigen test or Polymerase Chain Reaction ("PCR") test (the "Test").

4.2. Employees are required to have a negative Test result before the start of each shift. Employees are to indicate the results of their Test and submit a picture of their Test to the City using a City approved technology and will be subject to audit, as required. Negative Test results are considered valid for 72 hours from the time that the Test is completed. For example:

- An Employee who works each day Monday through Friday, must complete a Test and have a negative Test result on Monday and Thursday.
- An Employee who works on Monday, Tuesday, Wednesday and Thursday, must complete a Test and have a negative Test result on Monday and Thursday.
- An Employee who works on Tuesday, Wednesday and Thursday, must complete a Test and have a negative Test result on Tuesday.
- An Employee who works on Sunday, Monday and Tuesday, must complete a Test and have a negative Test result on Sunday.
- An Employee who works on Wednesday and Thursday, must complete a Test and have a negative Test result on Wednesday.
- An Employee who works on a Saturday and Sunday, must complete a Test and have a negative Test result on Saturday.
- An Employee who works on a Sunday and Wednesday, must complete a Test and have a negative Test result on Sunday and Wednesday.
- An Employee who works once a week every Tuesday, must complete a Test and have a negative Test result each Tuesday.

4.3. The City will provide Rapid Testing Kits to Employees in the Rapid Testing Program for Tests that are required up to and including on January 31, 2022. It is the responsibility of the Employee to ensure that they have obtained the Rapid Testing Kit from the City.

4.4. Employees in the Rapid Test Program are responsible for all costs (i.e., the cost for Rapid Test Kits) for participating in the Rapid Testing Program beginning on February 1, 2022.

5. Privacy

- 5.1. The City will collect, use and disclose personal health information, including Proof of Vaccination and Rapid Test Program results, in accordance with the City's privacy policy and applicable privacy legislation including the *Freedom of Information Protection of Privacy Act*.
- 5.2. The Policy will be reviewed and amended as requirements and guidance from the Provincial Health Officer are issued, and as deemed necessary.



Office of the Provincial Health Officer

Valid contraindications and deferrals to COVID-19 vaccination

For support of medical accommodation under the Provincial Health Officer
COVID-19 Vaccination Status Information and Preventive Measures Order

Vaccine type	Contraindication
COVID-19 mRNA vaccines (Pfizer-BioNTech and Moderna)	History of an anaphylactic reaction to components of both mRNA and adenovirus vector vaccine (i.e., polyethylene glycol and polysorbate 80)
	Deferral
COVID-19 viral vector vaccine (AstraZeneca)	Receipt of anti SARS-CoV-2 monoclonal antibodies or convalescent plasma for treatment or prevention of COVID-19 (except tocilizumab or sarilumab) – <i>defer for at least 90 days</i>
	Diagnosis of Multisystem Inflammatory Syndrome – <i>defer until fully recovered from illness and for 90 days after the date of diagnosis</i>
	Physician-diagnosed myocarditis or pericarditis following the first dose with no other cause identified – <i>defer until further information about the risk of recurrence is available. This event is reportable to the MHO.</i>
	Suspected hypersensitivity or non-anaphylactic allergy to COVID-19 vaccine components - <i>consultation with an allergist is advised.</i>
	Serious adverse event following first dose of vaccine awaiting recommendation for further vaccination by the Medical Health Officer
The following are NOT contraindications to COVID-19 vaccination:	
History of an anaphylactic reaction to a previous dose of mRNA or adenovirus vector vaccine. Such individuals may receive their 2 nd dose using vaccine of the different type.	
History of an anaphylactic reaction to any component of one type of vaccine. Such individuals may receive vaccine of the different type.	
History of thrombosis with thrombocytopenia following a previous dose of an adenovirus vector COVID-19 vaccine. Such individuals may receive mRNA vaccine.	
History of capillary leak syndrome. Such individuals may receive mRNA vaccine.	
History of cerebral venous sinus thrombosis (CVST) with thrombocytopenia, unrelated to adenovirus vector COVID-19 vaccination, or heparin induced thrombocytopenia (HIT). Such individuals may receive mRNA vaccine.	

Any deferral or contraindication related to an adverse event following immunization (AEFI) with COVID-19 vaccine must be reported for evaluation through the formal process for public health review and recommendations for subsequent doses.

For further guidance regarding the approach to individuals with allergies and COVID-19 vaccines, see Vander Leek TK, Chan ES, Connors L et al. COVID-19 vaccine testing & administration guidance for allergists/immunologists from the Canadian Society of Allergy and Clinical Immunology (CSACI). Allergy Asthma Clin Immunol. 2021 Mar 15;17(1):29. doi: 10.1186/s13223-021-00529-2. PMID: 33722299; PMCID: PMC7957441. <https://csaci.ca/wp-content/uploads/2021/03/NEW-INFORMATION-TIMS-ARTICLE-MAR2021.pdf> Corresponding patient resource: <https://csaci.ca/covid-19-vaccines-faq/>