

Topic: Proof of Vaccination - Contractors

1. Purpose:

The City of Salmon Arm (the “City”) is committed to providing a safe and healthy workplace for our employees, volunteers and elected officials, as well as for the public we serve. Given the continuing spread of COVID-19 and COVID-19 variants within British Columbia, the City is committed to taking every precaution reasonable in the circumstances to protect its workforce from the hazards of COVID-19.

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

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

2. Scope:

This policy applies to all City contractors who may be working in buildings occupied by City staff members, or outside within six feet of a City staff member.

3. Policy:

a. Proof of Full Vaccination Required

The City of Salmon Arm strongly supports recommendations by the provincial and federal governments, and associated public health authorities, that all eligible individuals be vaccinated against COVID-19. Accordingly, all City contractors who may be working in buildings occupied by City staff members or outside within six feet of a City staff member, are required to provide an attestation that they are fully vaccinated against COVID-19 by January 31, 2022 (the “Deadline”).

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

If at any time Health Canada or the Province of British Columbia requires additional measures to meet the definition of what constitutes full vaccination against COVID-19, such as “booster”

doses, contractors 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, contractors must sign an attestation verifying their workers vaccination status to the Director of Corporate Services by the Deadline.

The City will keep the signed attestation as proof that the contractors are fully vaccinated against COVID-19 and will provide such to the Provincial Government and/or Federal Government should it be requested when such contractors are doing work in their workspaces.

b. New Contractor

New contractors will have a proof of vaccination clause in their contract prior to their start date.

4. Consequences of Non-Compliance with the Policy

If the contractor does not provide proof that their workers are fully vaccinated by the Deadline, the City will review all circumstances and implement appropriate actions necessary to protect workplace health and safety.

Without limiting the generality of the foregoing, any contractor who falsifies or misrepresents their vaccination status or the results of a COVID-19 screening test will be in breach of contract.

5. Collection, Use and Disclosure of Vaccination Information

Personal information collected by the City 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 ("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 Contractor;
- (b) it is legally required to be disclosed;
- (c) disclosure is warranted in order to ensure the safety and security of the workplace, the contractor or others;
- (d) to manage the employment relationship; or
- (e) the information is otherwise authorized to be disclosed pursuant to FIPPA.

6. Amendments to this Policy and Compliance with Applicable Law

This Policy may be amended by the City 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 employees.

All contractors continue to be required to comply with Provincial Health Orders relating to health and safety in the workplace.

7. 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>

8. Contact

Please contact the Director of Corporate Services with any questions about this Proof of Vaccination Policy.

| | | |
|--------------|----------------------------|-----------------------|
| Prepared by: | Manager of Human Resources | Date: January 7, 2022 |
| Approved by: | Council | Date January 10, 2022 |