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	Adopted by Council: October 25, 2021	

Policy 6017:

It is Council policy that:

The City of Richmond (the City) is committed to taking every reasonable precaution to protect the health and safety of its workforce and the community from the transmission of the COVID-19 virus. This COVID-19 Vaccination Policy (the Policy) is an important measure that complements other workplace health and safety measures that are in place and which meet or exceed the requirements imposed, and/or the guidelines provided, by the Provincial Health Officer and/or WorkSafeBC.

I. PURPOSE

The COVID-19 pandemic has given rise to significant health and safety risks in the workplace, and vaccination is a key element in the protection of City employees against the transmission of COVID-19.

The purpose of this Policy is to ensure a safe work environment for all employees, and the public who access the City's public facilities, by requiring all employees, before entering the workplace, to provide:

- Proof of their vaccination status against COVID-19; or
- Documentation of a bona fide medical or Human Rights-based exemption from becoming vaccinated.

II. DEFINITIONS

COVID-19: A virus belonging to a large family called coronavirus which includes the virus that causes the common cold and more severe disease such as Severe Acute Respiratory Syndrome (SARs) and Middle East Respiratory Syndrome (MERS-COV). The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.

Fully Vaccinated: Having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (i.e., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series and any additional doses and/or boosters that may be required); and having received the final dose of the COVID-19 vaccine at least 14 days prior, or as many days as directed by the public health authority. Vaccines currently approved by Health Canada are as follows:



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- Pfizer-Biontech COVID-19 vaccine
- Moderna COVID-19 vaccine
- AstraZeneca/COVISHIELD COVID-19 vaccine
- Janssen (Johnson and Johnson) COVID-19 vaccine

Proof of Vaccination: The BC Vaccine Card issued by the Province of British Columbia, in either digital or paper form, or other provincial or territory or international equivalent indicating individual immunization status against the COVID-19 virus.

Exemption: Written proof of a medical exemption provided by a medical specialist with expertise in the area of medicine related to the exemption that sets out:

- A documented medical reason for not being fully vaccinated against COVID-19 consistent with the Provincial Health Officer guidelines regarding medical exemptions, and the effective time-period for the medical exemption, if applicable.

III. SCOPE

This Policy applies to all active full-time, part-time, auxiliary City employees and contractors who provide a service on behalf of the City, including Council, engaging in functions or activities on behalf of the City in City facilities and worksites (“Employees”).

This Policy requires Employees to provide Proof of Vaccination and complete any subsequent doses and/or boosters as required by the health authority.

The Policy is indefinite in nature to address the risks and impacts of the COVID-19 pandemic, noting that the duration of the pandemic is unknown. The City also reserves the right to amend the scope of this Policy as needed, upon reasonable notice, to meet changing provincial or federal guidelines or requirements as the COVID-19 pandemic evolves.

IV. CONFIDENTIALITY

Privacy legislation permits an employer to collect personal information about employees if it is reasonable to do so for purposes related to employment. As such, vaccination status information will be collected, used, disclosed and protected in accordance with applicable privacy legislation.



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All personal information, including vaccination status information and Exemption information, will remain confidentially and securely stored in Human Resources for purposes of ensuring the safety of the City's Employees and local community in the event of a COVID-19 outbreak. This information will only be disclosed as required by law.

V. PROOF OF COVID-19 VACCINATION STATUS

By the effective date of December 20, 2021, as determined by the City, which will be communicated to all Employees, all Employees will be required to submit Proof of Vaccination to Human Resources before entering the workplace. Acceptable Proof of Vaccination are the BC Vaccine Card issued by the Province of BC, in digital or paper form, or other provincial or territory or international equivalent indicating individual immunization status against the COVID-19 virus.

New Employees to the City must provide the Proof of Vaccination or proof of an Exemption to Human Resources prior to commencing employment in accordance with this Policy. Compliance with this Policy shall form one of the conditions of employment outlined in an offer of employment.

VI. ACCOMMODATION FOR EXEMPTIONS

For Employees with a bona fide Exemption, accommodation such as alternative duties, alternate work location or increased safety measures will be considered on a case-by-case basis and as necessary to ensure safety for the Employee and the workplace. Employees requesting an accommodation must provide Human Resources written proof of Exemption.

For clarity, personal preference will not be considered a legitimate rationale for the City to consider an accommodation.

VII. ACCESS TO COVID-19 VACCINATION CLINICS

In accordance with the Employment Standards Act, Employees are entitled to up to three hours paid vaccination leave to attend a COVID-19 vaccination clinic to receive their vaccination. For operational purposes, Employees must confirm with their manager in advance of attending a COVID-19 clinic.



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VIII. CONTINUED ADHERENCE TO PUBLIC HEALTH MEASURES

Until otherwise directed, all Employees, regardless of vaccination status, are required to continue to comply with applicable health and safety protocols to reduce the transmission of COVID-19, including, but not limited to, compliance with established workplace controls which include wearing a mask, maintaining physical distance where possible, self-monitoring for potential COVID-19 symptoms, staying home when sick and using Personal Protective Equipment as required by their position.

IX. NON-COMPLIANCE WITH THE COVID-19 VACCINATION POLICY

Employees who choose not to comply with this Policy will be placed on unpaid leave until they can provide Proof of Vaccination. Employees placed on unpaid leave may elect to draw down their vacation banks during that time.