



DEPARTMENT OF FINANCIAL
SERVICES
PURCHASING DIVISION
P.O. Box 877
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Cornwall, Ontario, K6H 5T9
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DÉPARTEMENT DES FINANCES
DIVISION ACHATS
C.P. 877
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www.cornwall.ca

Message from the City of Cornwall COVID-19 Vaccination Policy

Dear Supplier,

The Corporation of the City of Cornwall is committed to workplace safety and to protecting our employees, volunteers, contractors, students, and our clients from the hazards of COVID-19.

Effective October 1, 2021, the Corporation has implemented a vaccination policy that would require all employees, volunteers, contractors, and students be fully vaccinated plus 14 days by **November 15, 2021**. The policy applies to all **Suppliers** doing work in City facilities.

As COVID-19 and variants can spread from individuals who are symptomatic, as well as those who are asymptomatic and pre-symptomatic, all individuals are required to self-monitor for symptoms. Any individual with symptoms cannot enter City facilities. Individuals must isolate from others if they have COVID-19 symptoms and contact the local public health authority and follow their advice.

All individuals are required to wear a mask indoors. The increased transmission potential of variants of concern highlights the importance of mask-wearing and adhering to other public health measures. Masks alone will not prevent transmission of the virus; therefore, it is recommended that masks be considered as an added layer of protection along with other mitigation measures (e.g., physical distancing, hand hygiene). Mask-wearing is not mandated outdoors if physical distancing can be maintained.

As part of the contract with the Corporation, Suppliers are required to comply with all City policies. The COVID-19 Vaccination Policy has been attached for your reference and to circulate among your employees.

Suppliers are asked to complete the attached Supplier Attestation and return the attestation to Purchasing Services at purchasing@cornwall.ca prior to commencing service for the City of Cornwall. Suppliers will not be able to enter City facilities without submitting the Supplier Attestation.

Thank you for your cooperation and for doing your part to stop the spread of COVID-19. If you have any questions, please contact our office.

Sincerely,

A handwritten signature in black ink that reads "Nicole Robertson". The signature is written in a cursive, flowing style.

Nicole Robertson
Purchasing Supervisor

Enclosures: COVID-19 Vaccination Policy
Supplier Attestation



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**Supplier Attestation
 COVID-19 Vaccination Policy**

To: Purchasing Services

This letter serves as confirmation that the Supplier, _____, has on file an immunization disclosure attestation affirming a fully vaccinated status plus 14 days as well as proof of vaccination for all employees working in City facilities or working in close proximity with City employees as part of their contract administration duties.

This attestation also confirms that the Supplier acknowledges their awareness of the Corporation’s COVID-19 Vaccination Policy and their commitment to ensuring compliance among its employees. Suppliers are required to keep all records, which disclosure may be required by the City.

The Corporation strongly recommends Suppliers to have their own internal vaccination policy as recommended by the Eastern Ontario Health Unit (EOHU) (<https://eohu.ca/en/covid/recommendations-for-workplace-covid-19-vaccination-policies-information-for-employers>).

Please sign the Supplier Attestation and return it to Purchasing Service at purchasing@cornwall.ca prior to commencing service for the City of Cornwall.

Signature (Authorized Official)

Date

Print Name

Telephone

Company Name



COVID-19 Vaccination Policy

Department: Corporate Services – Human Resources
Effective Date: October 1, 2021
Council Approval: September 27, 2021

1. Policy Statement

The Corporation of the City of Cornwall is committed to the health and safety of its employees. This COVID-19 Vaccination Policy has been developed and implemented in accordance with provincial legislation and government directives.

The objective of this Policy is to reduce the transmission of COVID-19 to protect the health and safety of all employees, volunteers, contractors, and students. To that end, and in accordance with provincial directives, the Employer requires that all employees, contractors, students, and volunteers be fully vaccinated against COVID-19, except as set out below.

This Policy will be interpreted and applied in a manner consistent with the *Ontario Employment Standards Act, 2000* (the “ESA”), *Ontario Human Rights Code* (the “OHRC”) and the *Ontario Occupational Health and Safety Act* (the “OHS”).

This Policy comes into effect as of October 1, 2021, and shall supersede all other City of Cornwall COVID-19 related vaccination policies that may be in effect to date.

For the Glen Stor Dun Lodge and Cornwall SDG Paramedics that have been provided with specific direction regarding vaccinations, testing and personal protective equipment will be held to the higher standard established as provided by the appropriate Ministry or governing body.

2. Preamble

COVID-19 is defined as the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2). As COVID-19 has spread, mutations have occurred in the virus' genetic code, resulting in several new variants of COVID-19. In this Policy, COVID-19 refers to both the initial COVID-19 virus and all of its mutations and variants.

COVID-19's incubation period is usually five to seven days but can range from one to fourteen days. Individuals may spread COVID-19 within fourteen days of contracting the virus and may develop symptoms any time within those fourteen days. Although some people may not develop symptoms (are asymptomatic), they may still spread the virus.

The COVID-19 vaccine is one of the most effective ways to prevent transmission of and infection by COVID-19. Canadian public health authorities have stated that vaccines are safe, have few side effects, and have a high rate of effectiveness. For more information on COVID-19 vaccines, please see the [Government of Canada's website](#).

3. Definitions

Fully vaccinated means having received the full series of COVID-19 vaccines or combination of COVID-19 vaccines approved by Health Canada and recommended by the applicable local public health unit, including any booster shots recommended, approved, and/or required from time to time (e.g. two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series) and having received the final dose of the COVID-19 vaccine at least fourteen days ago.

Employee means, for the purposes of this Policy only, all employees, contractors, students, and volunteers of the Employer.

4. Scope

This Policy applies to all employees of the Corporation regardless of their role, along with all students, volunteers, and contractors.

5. Policy

In accordance with its obligations under the *Occupational Health and Safety Act* (the "OHSA"), the Corporation will take all reasonable precautions to protect its employees from the transmission of COVID-19. In accordance with provincial legislation and government directives, the Employer has concluded that all employees will require full vaccinations, as set out under this Policy, as follows:

5.1 Vaccination and Proof of Vaccination

- a) On or before October 1, 2021, all employees, volunteers, contractors, and students, of the Corporation must provide:
 1. Formal proof of having received Health Canada approved vaccination against COVID-19:
 - a. One Johnson & Johnson vaccine, or two Pfizer, Moderna, or Astra Zeneca vaccines for at least 14 or more days
 - b. Must provide proof of full vaccinations as per the Ministry of Health directives
 - c. Where one dose has been administered, the Corporation will require proof of a second appointment and proof of vaccination as soon as possible thereafter
 - d. All future employees of the Corporation must be fully vaccinated and be able to provide proof of vaccination, prior to commencing employment with the City
 - b) Formal proof that an employee is fully vaccinated must be provided to Human Resources in the form of the electronic or paper receipt provided to the employee at the time of vaccination. An employee who has not provided proof satisfactory to the Employer that they are fully vaccinated is “not fully vaccinated” for the purposes of this Policy.
 - c) Before November 15, 2021, any employee who is not fully vaccinated must complete regular rapid antigen point of care testing for COVID-19, at a minimum of three (3) times a week, or such shorter period as directed by the Employer, and provide verification of the negative test result to their supervisor and Human Resources upon completion of each test.
 - d) Employees looking to be vaccinated while on working hours of the City will be reviewed on a case-by-case basis and subject to availability of vaccination clinics, proximity to vaccination clinics, and other determinants as they may arise.
 - e) If the Employee has an adverse reaction from a vaccine, they are eligible to use personal leave, vacation or other approved banks of time to protect against potential loss of pay hours.
 - f) Employees who do not comply with this Policy are subject to discipline up to and including the termination of employment.

5.2 Non-Vaccinated and Mandatory Testing Requirements

- a. Those employees who choose to remain unvaccinated must complete regular rapid antigen point of care testing for COVID-19, at a minimum of three (3) times a week, or such shorter period as directed by the Employer. Upon completion of testing,

the employee will need to disclose and provide verification of the negative test result to Human Resources.

- i. Testing will be done by Cornwall SDG Paramedics at Paramedic HQ on Mondays, Wednesdays, and Fridays
 - ii. The hours for testing will be from 6:00 a.m. to 9:00 a.m.
 - iii. Employees, choosing to be tested, will need to have the test complete prior to regular hours of work and be ready to start work with the proper documentation
 - iv. Employees not ready to begin their shift with the proper testing documentation, are subject to possible discipline
- b. The Employer will provide testing for the period up until November 15, 2021, after which the cost of the test shall be solely the responsibility of the employee and not be eligible for reimbursement.
 - c. Employees who refuse to be vaccinated as per this Policy will not have the ability to work from home as an accommodation to this Policy.
 - d. Unvaccinated employees and employees awaiting second vaccine doses are required to wear personal protective equipment of both a mask and face shield at all times while performing their duties as Health Canada recognizes both doses plus a fourteen (14) day period following the second dose as fully vaccinated.
 - e. Employees who do not disclose vaccination status, or agree to regular antigen testing, or do not disclose the test results of rapid antigen testing, are subject to discipline up to and including termination.

5.3 Medical Exemptions and Accommodation Requests

- a. The Employer will assess any request for accommodation related to this Policy in accordance with its obligations pursuant to the OHRC. The Employer reserves the right to request such information as it deems necessary for such purposes. Accommodation requests will be assessed on a case-by-case basis.
- b. Any information or documentation provided in the course of the accommodation process will be held in the strictest confidence, to be shared only on a “need-to-know” basis to facilitate the accommodation process.

- c. Employees seeking accommodation must cooperate and participate in the Employer's efforts to accommodate, including accepting reasonable accommodation.
- d. Any medical documentation exempting an employee from the vaccine requirement will require the following:
 - i. Documentation can only be provided by a physician or Registered Nurse Practitioner
 - ii. The document must directly state the reason the person is unable to be vaccinated against the COVID-19 vaccines with clear information supporting the reason for the exemption
 - iii. The following are the recognized reasons for medical exemptions from the Eastern Ontario Health Unit:
 - 1. an allergist or immunologist confirming a severe allergy or anaphylactic reaction to previous dose of a COVID-19 vaccine or to any of its components that cannot be mitigated
 - 2. a diagnosed episode of myocarditis or pericarditis after receiving a dose of mRNA vaccine
 - iv. The time period for the exemption must also be provided as part of the documentation that will specify the temporary or permanent nature of exemption
- e. Those employees that are to be accommodated must complete regular rapid antigen point of care testing for COVID-19, at a minimum of three (3) times a week, or such shorter period as directed by the Employer. Upon completion of testing, the employee will need to disclose and provide verification of the negative test result to Human Resources.
 - v. Testing will be done by Cornwall SDG Paramedics at Paramedic HQ on Mondays, Wednesdays, and Fridays
 - vi. The hours for testing will be from 6:00 a.m. to 9:00 a.m.
 - vii. Employees being tested will need to have the test complete prior to regular hours of work and be ready to start work with the proper documentation
 - viii. Employees, not ready to begin their shift with the proper testing documentation, are subject to possible discipline
- f. The employer will provide testing for the period up until November 15, 2021, after which the cost of the test shall be solely the responsibility of the employee and not be eligible for reimbursement.

- g. Unvaccinated employees, that are granted accommodation as per this Policy, are required to wear personal protective equipment of both a mask and face shield at all times while performing their duties.
- h. Employees who do not disclose or agree to regular antigen testing are subject to discipline up to and including termination.

5.5 Educational Support for Vaccination

- 2. The Employer will continue to provide education for employees highlighting vaccine safety by providing an education session approved by Eastern Ontario Health Unit about the benefits of the COVID-19 vaccination prior to declining vaccination for any reason other than a medical reason. This education session (which will be offered in accessible formats, as required) will address, at a minimum:
 - (i) how COVID-19 vaccines work
 - (ii) vaccine safety related to the development of the COVID-19 vaccines
 - (iii) the benefits of vaccination against COVID-19
 - (iv) risks of not being vaccinated against COVID-19
 - (v) possible side effects of COVID-19 vaccination

5.6 Privacy and Confidentiality

- a) The Employer shall ensure that all information collected pursuant to this Policy is used only for the purposes of this Policy, shared on a need-to-know basis only, stored securely, and securely deleted when no longer required.
- b) The Employer may be required to report aggregate statistical information to the Office of the Chief Medical Officer of Health (“OCMOH”) or the Ministry of Health. No identifying information about any employee will be provided to the OCMOH or the Ministry of Health in relation to this Policy.

5.7 Protective Measures

- a) Unvaccinated employees and employees awaiting second vaccine doses are required to always wear personal protective equipment of both a mask and face shield.
- b) Employees must, at all times, continue to adhere to the infection prevention and control measures put in place in response to the COVID-19 pandemic, which include, but are not limited to, the following:
 - 1. Enhanced hand hygiene, including washing one’s hands with soap and water for at least twenty (20) seconds (or using alcohol-based hand sanitizer if soap and water are not available) often throughout the day while at work

2. Avoiding touching one's eyes, nose or mouth while at work, unless one has just washed one's hands
3. Maintaining a distance of at least two metres from others while at work, even when a face mask is worn
4. Wearing a face mask in any area where one might encounter another individual while at work (unless they are unable to do so for a medical reason or other reason protected by the OHRC, in which case accommodation must be requested in accordance with this Policy)
5. Completing a COVID-19 self-screening daily prior to commencing work
6. Self-monitoring, and reporting exposures to, symptoms of, or a positive test result for COVID-19 to one's supervisor
7. Following all relevant public health guidance relating to quarantining and self-isolation and staying home when sick.

6. Review and Modification of Policy

The Employer will review this Policy on a regular basis and reserves the right to modify its contents at any time, based on current available public health information and recommendations, any further legislative amendments, and operational requirements.

X 

Maureen Adams
CAO

X 

Glen G. Grant
Mayor

Resources

COVID-19

- Government of Canada – <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- Public Health Ontario – <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>
- World Health Organization – https://www.who.int/health-topics/coronavirus#tab=tab_1
- Centers for Disease Control and Prevention – <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html>
- Government of Ontario - https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/vaccination_Policy_in_health_settings.pdf

Immunization

- Government of Canada's *Canadian Immunization Guide* – <https://www.canada.ca/en/public-health/services/canadian-immunization-guide.html>
- Government of Canada's *National Advisory Committee on Immunization (Statements & Publications)* – <https://www.canada.ca/en/public-health/services/immunization/national-advisory-committee-on-immunization-naci.html>
- Government of Canada's *Vaccine Safety in Canada* – <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/healthy-living/immunization-vaccine/vaccine-safety-poster-eng.pdf>
- Government of Canada's *Approved COVID-19 Vaccines* – <https://www.canada.ca/en/health-canada/services/drugs-health-products/covid19-industry/drugs-vaccines-treatments/vaccines.html>
- Ottawa Public Health's *COVID-19 Vaccination in Ottawa* – <https://www.ottawapublichealth.ca/en/public-health-topics/covid-19-vaccine.aspx>

Employee Disclosure

Current Status (Please check off the applicable box, complete the information below, and attach a copy of the required supporting documentation):

- A. I confirm that as of the time of completing this form, I have received all required doses of a COVID-19 Vaccine. I have received one dose of a COVID-19 Vaccine on _____, 2021, and I have received a second dose of a COVID-19 Vaccine on _____, 2021. Proof of my vaccination(s) is enclosed.
- B. I confirm that as of the time of completing this form, I have not yet received all required doses of a COVID-19 Vaccine. I have received one dose of a COVID-19 Vaccine on _____, 2021. I am scheduled to receive the second COVID-19 Vaccine on _____, 2021. Proof of my first vaccination is enclosed.
- C. I confirm that as of the time of completing this form, I have not received any doses of a COVID-19 Vaccine.

Confirmation of Reason (Completion required for anyone who has not checked off Box A or B above):

As I have indicated in the section above that I have not received all required doses of a COVID-19 Vaccine, I also confirm that my reason(s) for not having received all required doses of the COVID-19 Vaccine is fully described in the space provided below.

For example, if I intend to receive all required doses of a COVID-19 Vaccine, but I have not yet for any reason related to difficulty in access, including that I have not been able to get or attend all the necessary appointments, then I will provide that information below, along with any dates I currently have scheduled to receive the dose(s) of the COVID-19 Vaccine (if applicable).

If however, I have chosen not to or am unable to receive a COVID-19 Vaccine, then I will provide that information below along with my reasons.

I understand that if I am unable to receive the COVID-19 Vaccine for reasons related to a human rights ground under the OHRC, I must explain such reasons and grounds in the space provided below (diagnosis is NOT necessary). I may provide additional pages if I need additional space. Documentation supporting my statements below is enclosed.

I understand that depending on the information provided, the Corporation may require further reasonable information, documentation, and/or confirmation from me and/or my treating physician to support the reason I have provided below and if applicable, to assist in efforts related to any accommodation required.

With my signature below, I confirm that I have received and reviewed, and understand this COVID-19 Vaccination Policy. I consent to the collection, use, maintenance, and disclosure of the information requested and provided as set out herein. I understand that it is my ongoing obligation to update the information I have provided in this form by completing and submitting a new form to Human Resources immediately after any change in circumstance (including but not limited to my receiving one or two doses of the COVID-19 Vaccine) and/or in the event there is a change in the reasons I have provided for not receiving the COVID-19 Vaccine.

Date of Signature

Employee Signature

Contact Information

Corporate Services, Clerk's Division
360 Pitt Street
Cornwall, Ontario
K6J 3P9

(8:30 a.m. to 4:30 p.m., Monday to Friday)

Telephone: 613-932-6252 x 2306

dharvey@cornwall.ca