



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

Meeting Date: Monday, October 04, 2021

To: Mayor Mills and Members of Council

From: Denyse Morrissey, Chief Administrative Officer

Report: CAO 2021-10

Subject: COVID 19 Vaccination Policy

Recommendation

Be it Resolved that Council:

1. Receives report CAO 2021-10 COVID 19 Vaccination Policy; and that
2. Staff be directed to use the COVID 19 Vaccination Policy of the County of Dufferin as the primary basis for the Town of Shelburne's COVID-19 Vaccination Policy; and that
3. Staff be directed to develop and implement a COVID Vaccination Policy using the key policy issues:
 - Proof of Vaccination Status or proof of medical exemption or proof of exemption under the Ontario Human Rights Code will be required by November 1, 2021
 - Staff not providing the proof identified above will be required to attend an education session on vaccine safety and effectiveness
 - Staff not vaccinated will be required to undergoing regular testing (rapid antigen tests) prior to being onsite
 - Non-compliance may result in disciplinary action
 - Accommodations on human rights grounds will be considered on an individual basis

- Reimbursement of employee costs for rapid antigen testing for those with qualifying exemptions and those without
- Time required for an employee to be rapid antigen tested will be unpaid time

Background

Council provided the following direction on September 13, 2021:

BE IT RESOLVED THAT Council directs staff to look into the feasibility of a mandatory vaccination policy for all current municipal staff and new hires, and a separate policy for elected officials to be brought back for Council's consideration in November 2021.

Analysis

General Information COVID 19 – Public Health

On September 1, 2021 an open letter to Wellington-Dufferin-Guelph Employers was sent by Dr. Matthew Tenenbaum, Associate Medical Officer of Health, WDGPH:

"I am writing to offer my strongest possible recommendation that all employers across Wellington County, Dufferin County and Guelph introduce COVID-19 vaccination policies within their workplaces. This would add a significant layer of protection when paired with the other COVID-19 workplace health and safety measures you already have in place, such as screening, masking, remote work (when possible) and paid sick leave."

The open letter is provided in Appendix 1.

On September 23, 2021 WDGPH issued Instructions from the Medical Officer of Health regarding proof of vaccination requirements for persons entering facilities used for sport and recreational fitness activities. The Instructions are provided in Appendix 2. The following was included in the Instructions from the Medical Officer of Health:

"We are now experiencing a fourth wave of the COVID-19 pandemic and seeing a rise in cases locally and across the province. In a report published by Public Health Ontario (covering the period from December 20, 2020 to August 7, 2021), the rate of COVID-19 cases in unvaccinated individuals was consistently higher compared to fully vaccinated individuals. COVID-19 will continue to pose a threat in our community as long as a significant number of people remain unvaccinated."

COVID-19 is a highly contagious virus that spreads through respiratory droplets and aerosols. The Delta Variant currently circulating is associated with a higher rate of transmission and increased severity.

Vaccination, in combination with health and safety precautions, have been identified by public health as the single most effective means of reducing the transmission of COVID-19 in the workplace and the community.

Public Health has provided information and statistics that individuals who are unvaccinated are at higher risk of contracting and transmitting COVID-19 in the workplace and in the community.

Hospitalization Data – Snapshot

The impact on hospitals from those who are not vaccinated is also outlined using information from the Province on September 22, 2021.

The Province reported that day that 299 people were hospitalized of which 271 were not fully vaccinated or had unknown status and 28 were fully vaccinated. There was 187 people in ICU due to COVID 19 of which 178 were not fully vaccinated or have an unknown status, and nine were fully vaccinated.

On September 22, 2021 there had been 21,475,030 vaccine doses have been administered in Ontario. 85.3% of Ontarians 12 years and older have one dose and nearly 79.4% have two doses.

County of Dufferin Vaccination Policy

The County of Dufferin is completing significant analysis and review, including in consultation with WDGPH and legal review, in the development of their Vaccination Policy.

Like Shelburne, many lower tier municipalities in Dufferin County indicated they plan to use Dufferin County's policy as the primary basis for their own policy.

The County's policy will be provided to the lower tier municipalities in Dufferin County once final. At the time of finalizing this report their policy had not been received.

The County of Dufferin's Chief Administrative Officer's September 9, 2021 Vaccination Policy report provided in Appendix 3. The report included that staff be directed to develop and implement a Vaccination Policy in consultation with Wellington Dufferin Guelph Public Health.

That report also included that staff be directed to develop and implement a Vaccination Policy using a list of key policy issues in the County of Dufferin Policy:

- Proof of Vaccination Status or proof of medical exemption or proof of exemption under the Ontario Human Rights Code will be required by November 1, 2021
- Staff not providing the proof identified above will be required to attend an education session on vaccine safety and effectiveness;
- Staff not vaccinated will be required to undergoing regular testing (rapid antigen tests) prior to being onsite;
- Non-compliance may result in disciplinary action;

The Purpose of a Town of Shelburne COVID-19 Vaccination Policy for Staff

The Town of Shelburne, as an employer, has an obligation under the *Occupational Health and Safety Act*, 1990 to take every precaution reasonable in the circumstances for the protection of its workers.

A COVID 19 vaccination policy will recognize the guidance of public health that those who are unvaccinated or not fully vaccinated pose a significantly increased risk of becoming seriously ill from COVID-19 and also of spreading the virus to others, with significant impact on human health and workplace continuity.

The main purpose of the COVID-19 Vaccination Policy is:

- To reduce the risk of COVID-19 in the workplace and to provide a safe environment for employees and the public to access to Town facilities.
- To provide guidelines pertaining to the expectations and requirements of staff and employees with respect to COVID-19 and vaccination.

A COVID 19 Vaccination Policy has a goal to achieve full vaccination amongst Town staff and employees, follow Provincial directives, follow public health guidance and would be within the limits of the Human Rights Code (Ontario).

The policy will apply to all Town of Shelburne staff including all existing full time and part-time staff, students, including those on unpaid placements/internships, and volunteers. Any new staff, volunteers or students as of the date the policy is in effect, must provide proof of full COVID-19 vaccination or an eligible exemption, as a condition of employment.

The duration of the pandemic is unknown and for that reason the COVID 19 Vaccination Policy would be indefinite and in order to address the risks and impacts of the COVID-19 pandemic.

The policy would be reviewed on a regular basis and amended as required in response to new information, data, directions from public health, the Province of Ontario and other legislated directions.

Rapid Antigen Testing – Reimbursement of Costs

The approach other municipalities have implemented or plan to take regarding how rapid antigen tests would be paid for was reviewed. Tests are expected to be twice per week and based on completing 48 hours before scheduled work/shift starting, and that each test must be three days apart.

The Town of Shelburne Vaccination Policy would include:

i) Exemption documentation provided

The cost of the rapid antigen test for an employee is paid for directly by the Town to the third party provider or reimbursed for those employees who have submitted the necessary exemption documentation and produced adequate receipts for reimbursement (i.e. dates, name of individual, location of testing, agency doing testing, etc.).

ii) No exemption documentation provided

If an employee is deemed unvaccinated without an exemption, the Town will reimburse the employee for the costs of the rapid antigen tests until December 31, 2021. The employee will be responsible for any costs associated for each rapid antigen test required, or any follow up testing as of January 1, 2022.

iii) Testing on Personal Time not Paid Time

The Town would not incur costs or lost time for the test to be done on paid time.

The time required to be rapid antigen tested will be unpaid time/personal time and mileage will not be eligible if travel is required to receive the test. Sick time is not an eligible use of time for rapid antigen testing. Use of flex, vacation or overtime banks is at the discretion of the Town based on operational needs.

Policy for Council, Council Appointments to Boards and Committees

The COVID 10 Vaccination Policy for staff and employees would not apply to members of Council or those persons appointed to Boards or Committees by Council. Elected officials and those appointed by Council to Boards and Committees are not Town employees.

It is estimated that a separate policy for Council and board and committee appointments will be presented at the November 8, 2021 Council meeting.

The policies of other municipalities who have developed, or are developing ones specific to Council, and those appointed by Council to Boards and Committees will be reviewed.

On September 27, 2021 the Town of Orangeville's Corporate Policy - COVID-19 Vaccination for Members of Council, Local Boards and Committees was presented. It is provided in Appendix 4.

Contractors, Consultants Performing Work in Town Facilities and Buildings

The COVID 10 Vaccination Policy would also require all employees or staff of contractors and consultants acting on behalf of the Corporation of the Town of Shelburne and performing work in Town facilities and/or buildings to:

- Provide proof of full vaccination against COVID-19; or
- Provide a written attestation of a medical reason(s) or Ontario Human Rights Code reason(s) for not being fully vaccinated against COVID-19 and undertake regular testing
- Complete a COVID-19 vaccination educational session and undertake regular testing.

Any costs for regular testing and education are the sole responsibility of the contractors and consultants.

Financial

The cost at local pharmacies in Shelburne for a rapid antigen test is \$40 per test.

Until the effective date of the policy, which is recommended as November 1, 2021, how many staff are not vaccinated or who may refuse to provide their vaccination status is not known.

Testing costs were estimated based two tests per week that will be done 48 hours before scheduled work begins, and that each test must be three days apart.

No time/costs for loss of work for someone to be tested has been estimated as the policy will be based on requiring testing to be completed on personal/own time.

The estimated costs for ongoing testing by a third party based on one year of testing, twice per week, for those Town staff who have eligible exemptions is:

1 person at \$40 x 2 tests per week for 52 weeks	\$4,160
2 people at \$40 x 2 tests per week for 52 weeks	\$8,320
3 people at \$40 x 2 tests per week for 52 weeks	\$13,200
4 people at \$40 x 2 per tests per week for 52 weeks	\$17,600

Policies & Implications

Employment Standards Act, 2000

Workplace Safety and Insurance Act, 1997

Ontario Human Rights Code,

Occupational Health and Safety Act

Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56

Consultation and Communications

The vaccine policies of a number of Ontario municipalities were reviewed.

Town staff and firms under contract with the Town for specific service areas were advised of the September 13, 2021 direction of Council on September 14, 2021.

Council Strategic Priorities

Council's Strategic Priorities has three Goals - Sustainable, Engaged and Livable. There are a total of 12 targets with the three Goals.

This report aligns with the Sustainable Goals within the Targets:

T2 Municipal services review and evaluation

Supporting Documentation

Appendix 1: Open letter to Wellington-Dufferin-Guelph Employers was sent by Dr. Matthew Tenenbaum, Associate Medical Officer of Health, WDGPH; September 1, 2021

Appendix 2: Instructions from Dr. Mercer, Medical Officer of Health, WDGPH regarding proof of vaccination requirements for persons entering facilities used for sport and recreational fitness activities. September 23, 2021

Appendix 3: Chief Administrative Officer, County of Dufferin, Vaccination Policy report, September 9, 2021.

Appendix 4: Town of Orangeville's Corporate Policy - COVID-19 Vaccination for Members of Council, Local Boards and Committees, September 27, 2021

Respectfully submitted:

Denyse Morrissey, CAO

Open Letter from Dr. Matthew Tenenbaum - Workplace Vaccination Policies

September 1, 2021

Wellington-Dufferin-Guelph Employers,

I am writing to offer my strongest possible recommendation that all employers across Wellington County, Dufferin County and Guelph introduce COVID-19 vaccination policies within their workplaces. This would add a significant layer of protection when paired with the other COVID-19 workplace health and safety measures you already have in place, such as screening, masking, remote work (when possible) and paid sick leave. This step will help protect the health and wellbeing of your workplace and the greater WDG community as we enter the fourth wave of the pandemic. Wellington-Dufferin-Guelph Public Health has recently expanded its own vaccination policy to require all staff to be vaccinated against COVID-19.

A healthy economy promotes a healthy community. We have seen in other jurisdictions that vaccine policies can have a significant impact on vaccination rates. Locally, we have recognized that more and more people who attend our vaccination clinics are there to satisfy conditions of their employment. Promoting vaccine uptake is important to help reduce COVID-19 outbreaks in workplaces and building confidence for a safer return to work.

Individuals can download their proof of vaccination by visiting: covid19.ontariohealth.ca. You can also find more information and resources about how to create an organizational vaccine policy on our website at: wdgpublichealth.ca/workplaces.

I am grateful for the many steps that you have taken to keep our community safe over the past 18 months of this pandemic. I recognize these sacrifices were and are serious

challenges for your business. Like many residents of the region, I am so grateful to spend my time in a place where businesses put the health of our community first.

The WDG Public Health team is committed to ensuring that all your employees have easy and efficient access to their first and second dose as soon as possible. For more information about upcoming vaccination clinic dates visit: wdgpublichealth.ca/drop-ins. If you would like to speak to someone about how to help your staff access vaccinations, please contact 1-800- 265-7293 x7006.

Thank you,

Matthew Tenenbaum, MD, CCFP, MPH, FRCPC
Associate Medical Officer of Health



INSTRUCTIONS FROM THE MEDICAL OFFICER OF HEALTH

Subject: Medical Officer of Health Instructions regarding proof of vaccination requirements for persons entering facilities used for sport and recreational fitness activities.

Date: September 23, 2021

To: **All Owners, Operators and Persons Responsible for facilities used for sports and recreational fitness activities that include an indoor area located in the Wellington-Dufferin-Guelph Health Unit.**

From: Dr. Nicola Mercer, Medical Officer of Health and CEO

Effective Date of Implementation: September 23, 2021

We are now experiencing a fourth wave of the COVID-19 pandemic¹ and seeing a rise in cases locally and across the province. In a report published by Public Health Ontario (covering the period from December 20, 2020 to August 7, 2021), the rate of COVID-19 cases in unvaccinated individuals was consistently higher compared to fully vaccinated individuals.² COVID-19 will continue to pose a threat in our community as long as a significant number of people remain unvaccinated.

We need to remain vigilant to prevent the transmission of COVID-19 as much as possible. The new provincial proof-of-vaccination requirements, effective this week, apply to a number of high-risk settings including the indoor areas of facilities used for sports and recreational fitness activities. [Ontario Regulation 364/20](#) now mandates that you require proof of identification and proof of being fully immunized (or proof of being entitled to an exemption) for:

1. Each patron, 18 years of age and older, who enters solely for the purpose of actively participating in an organized sport; and
2. Each patron, 12 years of age and older, who enters for any other reason (e.g., as a spectator).

Additional information about the provincial proof-of-vaccination requirements can be found in the Ministry of Health's [Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act](#).

Certain individuals, such as volunteers, coaches, instructors, and sport officials, are currently excluded from provincial proof-of-vaccination requirements. Because these individuals are necessary for the operation of organized sports, they will have close and prolonged contact with vulnerable youth who are unvaccinated. As a result, and by way of this Letter of Instruction, I am requiring proof of vaccination for individuals who support indoor organized sports (including recreational fitness activities), in addition to the individuals prescribed by provincial regulation. Requiring these individuals to be fully vaccinated provides enhanced protection for our community and further curbs the local risk associated with indoor organized sports.

AS MEDICAL OFFICER OF HEALTH FOR THE WELLINGTON-DUFFERIN-GUELPH HEALTH UNIT, I AM ISSUING THE FOLLOWING INSTRUCTIONS PURSUANT TO SCHEDULE 1, SECTION 2 (2.1) OF ONTARIO REGULATION 364/20: RULES FOR AREAS IN STEP 3 AND AT THE ROADMAP EXIT STEP - OF THE *REOPENING ONTARIO (A FLEXIBLE RESPONSE TO COVID-19) ACT, 2020, S.O. 2020, c. 17*

All Owners, Operators and Persons Responsible for facilities used for sports and recreational fitness activities that include an indoor area located in the Wellington-Dufferin-Guelph Health Unit, are instructed to:

1. Require proof of identification and proof of being fully vaccinated (or proof of being entitled to a medical exemption) for all individuals, 12 years of age and older, who support an indoor organized sport or recreational fitness activity, prior to or upon arrival at the facility. For greater certainty, this includes all volunteers, coaches, instructors, coordinators, trainers, officials, and organizers.
2. Develop a proof of vaccination plan that describes the measures and procedures which have been implemented or will be implemented in the facility, to ensure compliance with the proof of vaccination requirements listed above or as otherwise required by O. Reg. 364/20.

It is expected that Owners, Operators, and Persons Responsible for facilities will already have systems in place to confirm proof of vaccination for patrons, including athletes/participants and spectators, in accordance with O. Reg. 364/20.

Further, it is expected that all Owners, Operators, and Persons Responsible for facilities will continue to comply with all other public health measures including, but not limited to screening, physical distancing and use of personal protective equipment, as outlined in O. Reg. 364/20.

For the purpose of these instructions, the following definitions apply:

Person Responsible means the holder of a permit/rental agreement to use the facility or designated individual which may include, but is not limited to, a coach, instructor, coordinator, trainer, organizer, or other person responsible for the compliance with public health measures related to COVID-19.

Facilities used for sport and recreational fitness activities include gyms, fitness/sporting/recreational facilities, dance studios, yoga studios, gymnastic centres, dojos/martial art studios, tennis clubs, pools, waterparks, and other premises where sporting events are played or spectated or where recreational fitness activities or personal fitness training occurs.

Organized sport means sports and recreational fitness activities including, but not limited to, sports leagues, organized pick-up sports, fitness classes, dance classes, yoga classes, gymnastics, martial arts and swimming classes, or as otherwise described in the Ministry of Health's [Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act](#).

Identification means a form of identification with the name of the identification holder and the holder's date of birth; it does not necessarily mean photo identification. Additional details can be found in the [Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act](#).

Medical exemption means an exemption confirmed by an individual who provides a written document, completed, and supplied by a physician or registered nurse in the extended class, that sets out, in accordance with the Ministry of Health's [Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act](#):

- (i) a documented medical reason for not being fully vaccinated against COVID-19, and
- (ii) the effective time-period for the medical reason.

Proof of being fully vaccinated means proof that an individual has received all required doses of a COVID-19 vaccine at least 14 days previously, in accordance with the Ministry of Health's [Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act](#).

FAILURE to comply with the said Regulation under the *Reopening Ontario (A Flexible Response to Covid-19) Act, 2020* is an offence for which either the patron or the business or organization may be liable, on conviction, to a fine of \$750 for individuals and \$1,000.00 for corporations, for every day or part of each day on which the offence occurs or continues. Maximum penalties based on prosecution under Part I or Part III of the [Provincial Offences Act, R.S.O. 1990, c.P.33](#) (POA), includes fines of up to



\$100,000 and up to one year in jail for an individual; up to \$500,000 and up to one year in jail for an individual who is a director or officer of a corporation; and up to \$10 million for a corporation.

Dr. Nicola Mercer
Medical Officer of Health
Wellington-Dufferin-Guelph Public Health
160 Chancellors Way
Guelph, ON N1G 0E1

Questions about these instructions can be directed to the Wellington-Dufferin-Guelph Public Health COVID-19 Call Centre at 519-822-2715 ext. 4020.

¹ Science Table: COVID-19 Advisory for Ontario. Update on COVID-19 Projections: Science Advisory and Modelling Consensus Tables. September 1, 2021. Retrieved from: https://covid19-sciencetable.ca/wp-content/uploads/2021/09/Update-on-COVID-19-Projections_2021.09.01_English-1.pdf

² Ontario Agency for Health Protection and Promotion (Public Health Ontario). Confirmed cases of COVID-19 following vaccination in Ontario: December 14, 2020 to August 7, 2021. Toronto, ON: Queen's Printer for Ontario; 2021. Retrieved from: <https://www.publichealthontario.ca/-/media/documents/ncov/epi/covid-19-epi-confirmed-cases-post-vaccination.pdf?la=en>

**Appendix: Application of O. Reg. 364/20 and this
Letter of Instruction to individuals in various contexts**

Category		Age 11 years old or younger	Age 12 to 17 years old	Age 18 years old or older
Patrons	Athletes/participants who are present solely for the purpose of actively participating in an organized sport	Exempt from proof-of-vaccination requirements.	Exempt from proof-of-vaccination requirements.	Required to provide proof of vaccination by O. Reg. 364/20.
	All other athletes/participants	Exempt from proof-of-vaccination requirements.	Required to provide proof of vaccination by O. Reg. 364/20.	Required to provide proof of vaccination by O. Reg. 364/20.
	Spectators	Exempt from proof-of-vaccination requirements.	Required to provide proof of vaccination by O. Reg. 364/20.	Required to provide proof of vaccination by O. Reg. 364/20.
	Parents/guardians who are accompanying athletes/participants or spectators	Exempt from proof-of-vaccination requirements.	Required to provide proof of vaccination by O. Reg. 364/20.	Required to provide proof of vaccination by O. Reg. 364/20.
	Patrons attending solely for a reason listed in O. Reg. 364/20, Schedule 1, section 2.1 (3) (e.g., to use a washroom)	Exempt from proof-of-vaccination requirements.	Exempt from proof-of-vaccination requirements.	Exempt from proof-of-vaccination requirements.
Individuals Supporting Organized Sport and Recreational Fitness Activities	Coaches, instructors, or trainers	Exempt from proof-of-vaccination requirements.	Required to provide proof of vaccination by this Letter of Instruction.	Required to provide proof of vaccination by this Letter of Instruction.
	Sport officials (e.g., referees) and organizers	Exempt from proof-of-vaccination requirements.	Required to provide proof of vaccination by this Letter of Instruction.	Required to provide proof of vaccination by this Letter of Instruction.
	Any other individuals (e.g., volunteers) who are not patrons but who participate in the sport or fitness activity	Exempt from proof-of-vaccination requirements.	Required to provide proof of vaccination by this Letter of Instruction.	Required to provide proof of vaccination by this Letter of Instruction.
Other Staff and Contractors	Any other staff employed by the facility who do not participate in a sport or fitness activity	Exempt from proof-of-vaccination requirements.	Exempt from proof-of-vaccination requirements.	Exempt from proof-of-vaccination requirements.
	Delivery workers, repair workers, or other external contractors performing work who are not employed by the facility and who do not participate in a sport or fitness activity	Exempt from proof-of-vaccination requirements.	Exempt from proof-of-vaccination requirements.	Exempt from proof-of-vaccination requirements.



COUNCIL ADDENDUM

Thursday, September 9, 2021 at 2:00 p.m.

Video Conference

OATH OF OFFICE – Councillor Fred Nix

The County Clerk will administer the Oath of Office for Councillor Fred Nix.

7. PRESENTATION AND CONSIDERATIONS OF REPORTS

Listed on
the Agenda

7.8 Chief Administrative Officer's Report – COVID Vaccination Policy

A report from the Chief Administrative Officer, dated September 9, 2021, to provide Council with information on mandatory vaccination policies, how other municipalities in Ontario are proceeding and next steps for implementing a Dufferin County policy.

THAT the report of the Chief Administrative Officer, dated September 9, 2021 titled Vaccination Policy be received;

AND THAT staff be directed to develop and implement a Vaccination Policy in consultation with Wellington Dufferin Guelph Public Health;

AND THAT following key policy issues be included:

- Proof of Vaccination Status or proof of medical exemption or proof of exemption under the Ontario Human Rights Code will be required by November 1st;
- Staff not providing the proof identified above will be required to attend an education session on vaccine safety and effectiveness;
- Staff not vaccinated will be required to undergoing regular testing (rapid antigen tests) prior to being onsite;
- Non-compliance may result in disciplinary action;
- Accommodations on human rights grounds will be considered on an individual basis.

REPORT TO COUNCIL

To: Warden White and Members of Council

From: Sonya Pritchard, Chief Administrative Officer

Meeting Date: September 9, 2021

Subject: **Vaccination Policy**

In Support of Strategic Plan Priorities and Objectives:

Good Governance - ensure transparency, clear communication, prudent financial management

Purpose

The purpose of this report is to provide Council with information on mandatory vaccination policies, how other municipalities in Ontario are proceeding and next steps for implementing a Dufferin County policy.

Background & Discussion

"Evidence indicates that vaccines are very effective at preventing severe illness, hospitalization and death from COVID-19, including against alpha and delta variants of concern. Recent reports in Canada indicate that less than 1% of those who were fully vaccinated have become sick with COVID-19."¹ On September 3, the Public Health Agency of Canada released additional modelling and data including the following: "Based on the latest data from 11 provinces and territories for the eligible population 12 years or older:

- from December 14, 2020 to August 14, 2021, 0.04% of fully vaccinated people became infected, with the majority of recent cases and hospitalizations occurring in unvaccinated or partially vaccinated people.
- In recent weeks (July 18 - August 14, 2021):

¹ Public Health Agency of Canada, Health benefits of vaccination. <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/vaccines/effectiveness-benefits-vaccination.html>

- the average weekly rate of new COVID-19 cases in unvaccinated people was 12 times higher than in the fully vaccinated.
- the average weekly rate of hospitalized cases in unvaccinated people was 36 times higher compared to fully vaccinated people.²

The federal government has announced a vaccination policy for all federal public servants and federally regulated transportation sectors will be introduced this month and is encouraging all crown corporations and other federally regulated sectors to follow suit.

The provincial government has directed employers in a number of high risk settings including long term care, hospitals, paramedic services, public education and childcare to develop vaccine policies. These policies must be effective no later than September 7, 2021, and at a minimum will require individuals to provide proof of one of three things:

- Full vaccination against COVID-19;
- A medical reason for not being vaccinated against COVID-19; or
- Completion of a COVID-19 vaccination educational session.

Individuals who do not provide proof of full vaccination against COVID-19 will be required to undertake regular antigen testing. These settings will be required to track and report on the implementation of their policies to the provincial government. In addition, the government is also implementing a policy for the Ontario public service.

Although there is no provincial directive requiring municipalities (outside of specific high risk settings like long term care and paramedics) or private sector employers adopt vaccination policies; public health units across the province are advising all workplaces implement them. On September 1st, 2021 Dr. Matthew Tenenbaum published an open letter, ...”strongly recommending all employers across Wellington County, Dufferin County and Guelph introduce COVID-19 vaccination policies within their workplaces. This would add a significant layer of protection when paired with the other COVID-19 workplace health and safety measures you already have in place, such as screening, masking, remote work (when possible) and paid sick leave. This step will help protect the health and wellbeing of your workplace and the greater WDG community as we enter the fourth wave of the pandemic. Wellington-Dufferin-Guelph Public Health has recently

² Public Health Agency of Canada, Statement from the Chief Public Health Officer of Canada on September 3, 2021. <https://www.canada.ca/en/public-health/news/2021/09/statement-from-the-chief-public-health-officer-of-canada-on-september-3-2021.html>

expanded its own vaccination policy to require all staff to be vaccinated against COVID-19.”³

Over the past several weeks, many Ontario municipalities have introduced vaccination policies. Although, they all aim to better protect employees, clients and their communities by ensuring the highest possible vaccination rates amongst staff, contractors, and volunteers there is some variability in how they will be implemented and enforced. Attached is information collected through an informal survey of Emergency Managers on August 30th, 2021. Since then a number of large municipalities including Toronto, London, York Region, Hamilton, Ottawa and others have implemented policies; all with slight differences in implementation and enforcement.

WDG Public Health has provided extensive information for employers about vaccinations including things to consider when establishing a workplace policy and key components to include.⁴ This guidance is helpful but specific details around issues like collection and retention of personal health data, testing for those who remain unvaccinated, accommodations, and consequences for non-compliance need to be established in each organization’s policy.

Within the WDG area the City of Guelph, Wellington County and the Town of Minto have adopted vaccination policies. Details with respect to the Town of Minto policy were not yet available at the time of writing of this report. Wellington County adopted a policy on August 23rd requiring all new staff joining the organization to be fully vaccinated. The City of Guelph policy was adopted on August 30th and lays out a detailed policy including specific information with respect to how proof of vaccination is to be provided, protocols with respect to collection of personal health information, a city run testing process for those not vaccinated, reasons for exemption from the policy, and consequences for those who refuse to comply with the policy. The Guelph policy applies to staff, contractors doing work on city property, volunteers and Council.

Given the proven effectiveness of the COVID vaccines, the increased threat from the Delta variant in a fourth wave, the move by numerous other employers, including municipalities, and the advice of public health officials; there is significant justification

³ Wellington Dufferin Guelph Public Health, Open Letter from Dr, Matthew Tenenbaum on September 1, 2021. <https://www.wdgppublichealth.ca/news/open-letter-dr-matthew-tenenbaum-workplace-vaccination-policies>

⁴ Wellington Dufferin Guelph Public Health, Vaccine Information for Employers. <https://www.wdgppublichealth.ca/your-health/covid-19-information-workplaces-and-living-spaces/workplaces-and-businesses>

for the County of Dufferin to proceed with adopting a vaccination policy. As a public sector organization, we have a responsibility to follow the advice and direction of public health and the provincial government. In addition, we have a responsibility to take all measures possible to provide a safe workplace for our employees and a safe space for clients and community members. A vaccine policy in combination with the continuation of all other COVID health and safety measures is the best way to achieve this. It's important to note that we must also consider individual employees' circumstances and to provide accommodation where reasonable and possible.

Based on a review of other policies and the desire to provide a policy that is comprehensive and clear it is recommended a Dufferin vaccination policy be developed similar to the City of Guelph policy, in consultation with Wellington Dufferin Guelph Public Health. The one significant difference being that any required testing would be out-sourced to a third party (potentially in conjunction with other Dufferin municipalities).

Financial, Staffing, Legal Impact

Dufferin Oaks staff are currently subject to a policy developed under Directive 6 from the Chief Medical Officer of Health. Paramedics are hospital employees and subject to policies of Headwaters Healthcare Centre.

A Dufferin County vaccination policy would apply to all other employees (and potentially Dufferin Oaks going forward), contractors and volunteers. A separate Council vaccination policy could also be implemented.

The cost to implement the policy is not yet known. There will be some additional costs associated with creating and maintaining a secure system to collect and retain personal health information. The cost of testing will also need to be determined. It is expected that rapid antigen tests will be available from the province but this does not include administering the tests or disposing of them. The City of London is estimating a cost of \$2,000-\$3,000 per week for testing. The cost for the County of Dufferin would be significantly less. Funds provided for COVID expenses are available to offset these costs

There may be an opportunity to coordinate testing with local municipalities who also wish to implement a vaccination/testing policy.

Recommendations

THAT the report of the Chief Administrative Officer, dated September 9, 2021 titled Vaccination Policy be received;

AND THAT staff be directed to develop and implement a Vaccination Policy in consultation with Wellington Dufferin Guelph Public Health;

AND THAT following key policy issues be included:

- **Proof of Vaccination Status or proof of medical exemption or proof of exemption under the Ontario Human Rights Code will be required by November 1st;**
- **Staff not providing the proof identified above will be required to attend an education session on vaccine safety and effectiveness;**
- **Staff not vaccinated will be required to undergoing regular testing (rapid antigen tests) prior to being onsite;**
- **Non-compliance may result in disciplinary action;**
- **Accommodations on human rights grounds will be considered on an individual basis.**

Respectfully Submitted by:

Sonya Pritchard, C.P.A., C.M.A
Chief Administrative Officer

Attached: Information on Emerging COVID Vaccination Policies in Ontario Municipalities

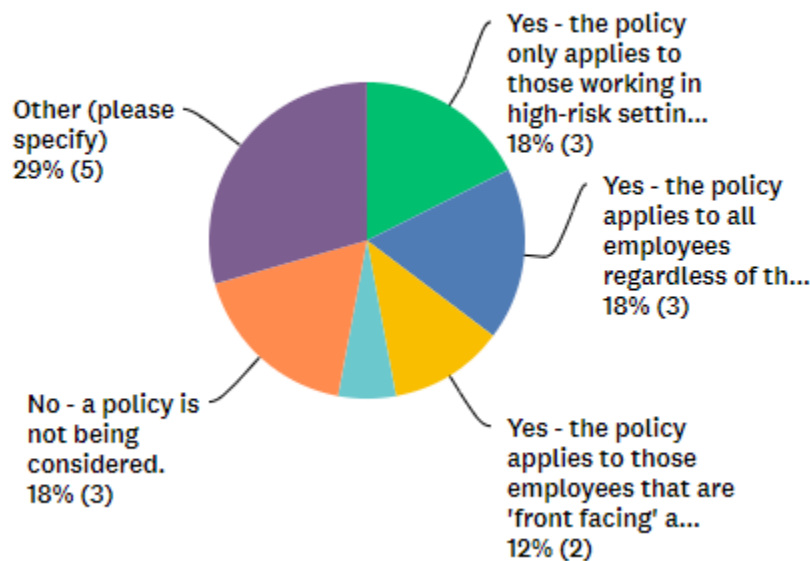
Emerging COVID-19 Vaccination Policies **in Ontario Municipalities**

(Information depicts responses to an informal survey of
Emergency Managers on August 30, 2021)

Respondents

- Bruce County
- Simcoe County
- University Ottawa
- Hastings County
- Melancthon
- Wellington County
- Halton Region
- Grimsby
- Shelburne
- Hamilton
- Huron County
- Guelph
- Amaranth
- Lincoln
- Huron
- Grey County
- Six Nations
- Mulmur
- Niagara Region
-

Does your organization have a COVID-19 vaccination policy?

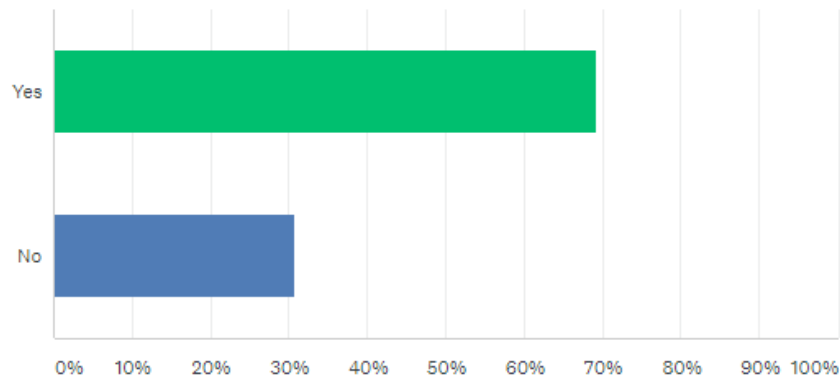


Comments

- the policy applies to all but Long Term Care, which has their own policy.
- Policy is drafted - needs Council approval. Applies to all County staff
- A notice of motion was brought forward by Shelburne's Deputy Mayor on August 23rd. It will be debated and voted on at the Sept. 13th meeting -BE IT RESOLVED THAT Council direct staffs to look into the feasibility of a mandatory vaccination policy for all current municipal staff (inclusive of elected officials) and new hires and report back to Council in January 2022.

-
- Yes- a policy exists for LTC/Childcare workers from the Ministries, then a general policy is currently being developed for all staff/Council

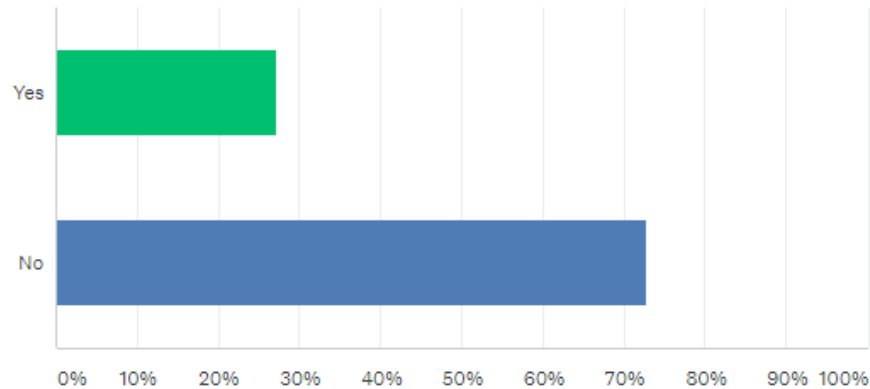
Are the employees that are subject to your vaccination policy represented by a collective bargaining unit?



If your organization has a vaccination policy when did/does it take effect?

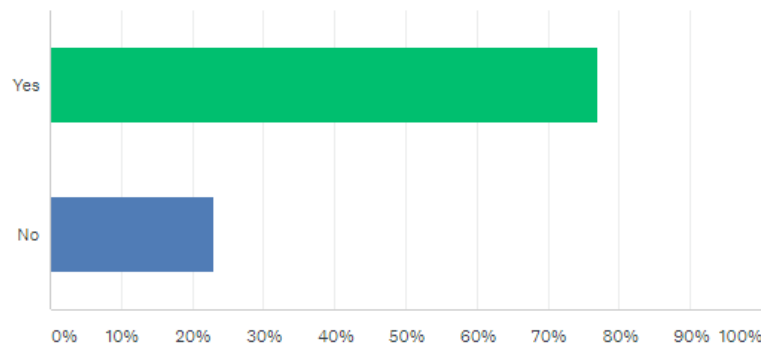
SEPTEMBER 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 st 14%			
		7 th 42%				
		14 th 14%	15 th 14%			
October 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					15 th 7%	

Does your policy differentiate between partially or fully vaccinated employees?



- It's either unvaccinated (which includes having only a partial vaccine series as well as not having had a COVID-19 vaccine) or fully vaccinated. There is no half-way mark. It also indicates you will continue to remain fully vaccinated, obtaining additional shots as required.
- partially = unvaccinated, per our policy

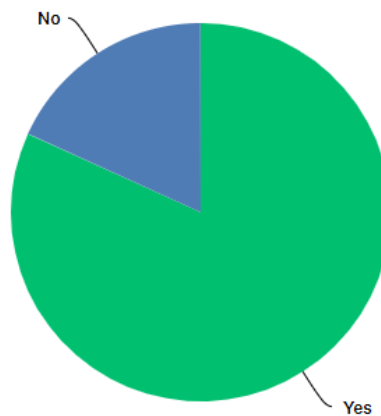
Does your policy define fully vaccinated as those who are 14 days beyond having had two, Health Canada approved, doses of a COVID-19 vaccine?



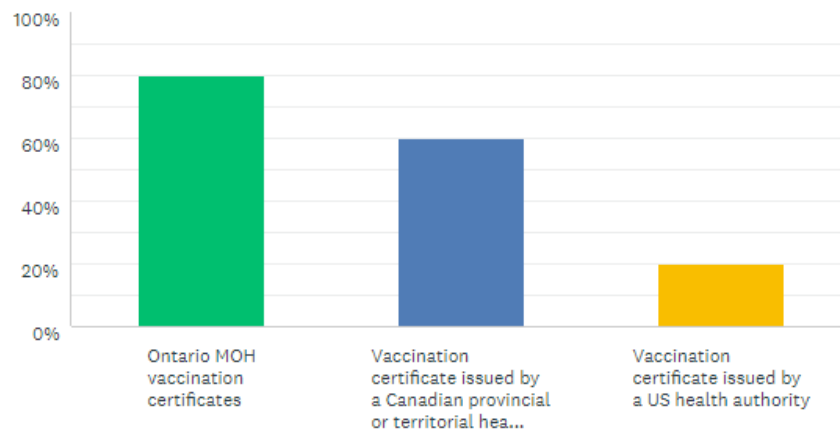
Who does your vaccination policy apply to?

- Full-time staff – 100%
- Part-time staff – 100%
- Casual or contract staff – 100%
- Contractors working on site – 28%
- Volunteers – 28%
- Board members/elected officials – 86%
- Co-op students – 56%

Does your policy provide a clear and concise rationale for its implementation?

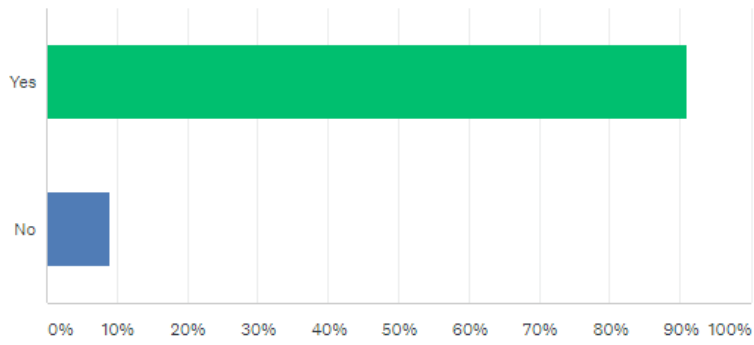


What does your policy accept for proof of vaccination?

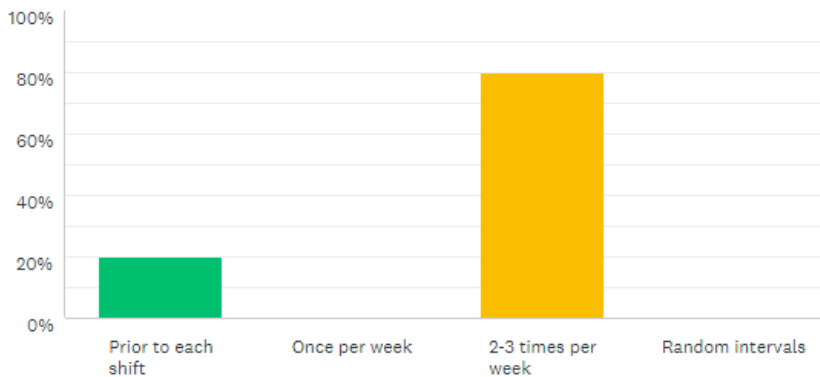


- ☐ The policy doesn't specifically say that it won't accept the other options listed herein, and I'm sure they would consider on a case by case basis for those instances.
- ☐ Not sure yet
- ☐ Still being finalized

Does your policy mandate that employees who have not provided proof of vaccination by an established deadline be subjected to regular COVID-19 testing?

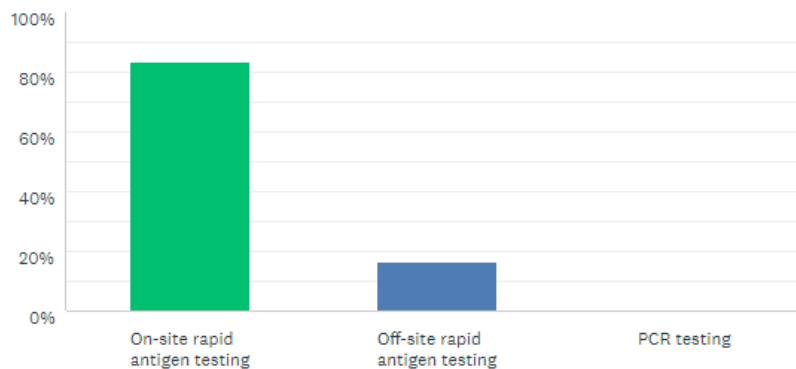


How frequently will employees have to be tested?



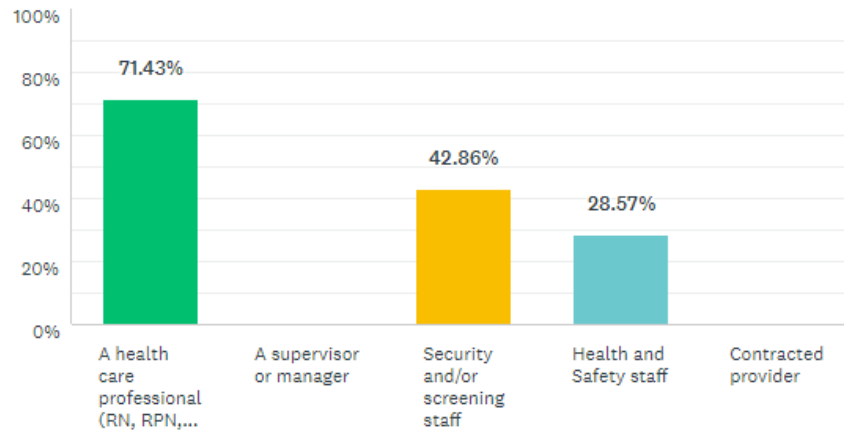
- Not addressed
- It only says "regular intervals".
- will vary. Currently LTC and paramedics are every day

What type of test will employees be required to undertake?



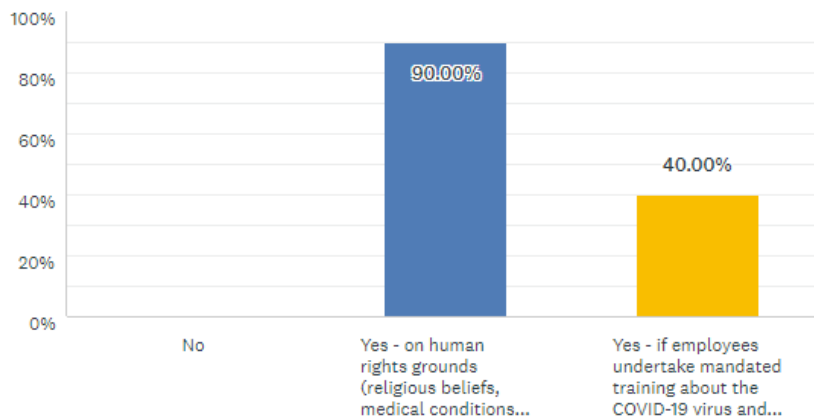
- Not addressed
- TBD, but likely RAT - either on or off site, within a certain time period. Also, who will conduct tests is TBD.
- The procedure for this is still being developed and is expected to be finalized by Sept 10/21
- details of who will conduct testing still being worked out for non healthcare settings
- either onsite or offsite rapid testing

Who will conduct on-site testing?

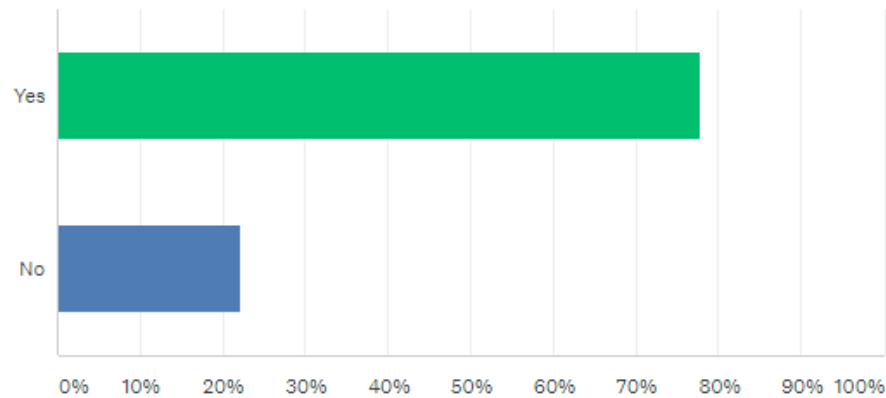
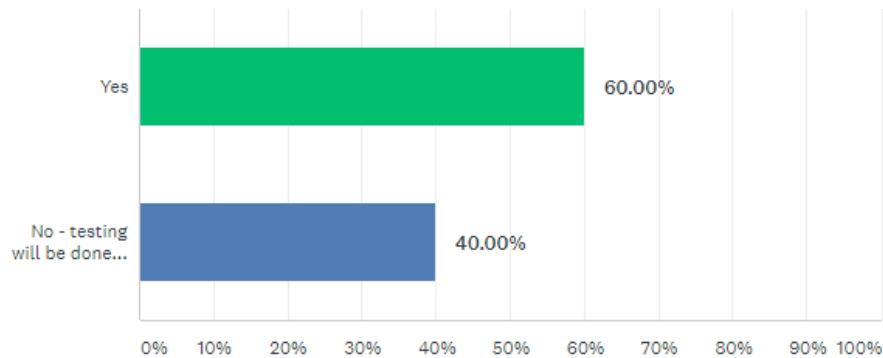


- the policy doesn't state who will be administering the rapid antigen tests, but may be a variety of answers to this depending on the location.

Does the policy address exemptions to providing proof of vaccination?

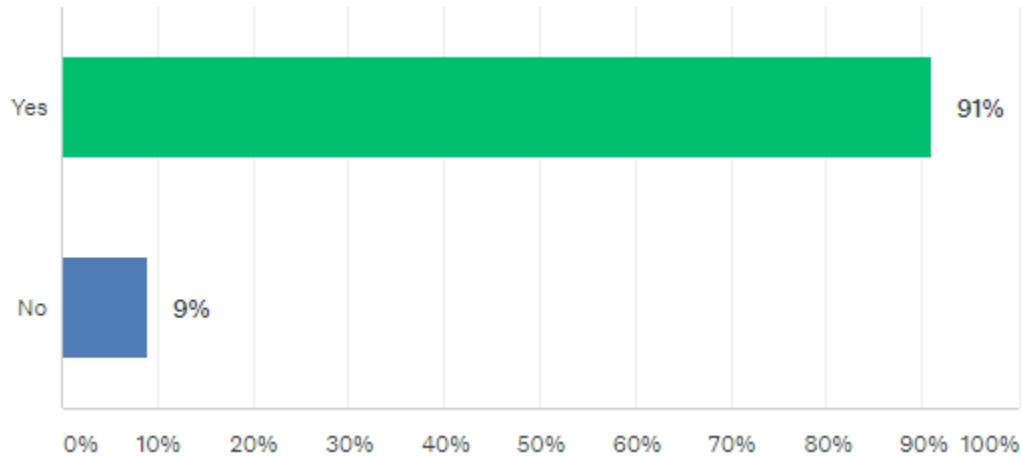


Yes - if on medical grounds, need dr's note by Oct 12; if personal choice, then complete the mandatory education session by the timelines assigned.
detailed proof must be provided, as per the directive and the OHRC policy on preventing human rights discrimination based on creed

Do employees who work remotely have to submit proof of vaccination?**Will testing for those who have not provided proof of vaccination be conducted on company time?**

- more on that procedure is coming for Sept. 10, so not sure at this time.

Does the policy address those who have not provided proof of vaccination and refuse to undergo COVID-19 testing?



- it does indicate that employees refusing to comply with the policy will be subject to disciplinary action, up to and including termination from employment.

Is there anything else you'd like to share about your organizations vaccination policy?

- It's still in development, but the intention is to be fairly strong
- County LTC and County Paramedic services policies may be slightly different.



Corporate Policy

COVID-19 Vaccination for Members of Council, Local Boards and Committees

Department: Administration

Approved by Council or CAO:
Resolution No.

1. Policy Statement

The Town of Orangeville ("Town") is committed to providing a safe working environment and taking every precaution reasonable in the circumstances for the protection of our employees, volunteers, contractors, elected officials and members of the public, from the hazard of COVID-19. Health and safety is a priority, and the Town recognizes a member of Council's commitment to taking every precaution reasonable from the hazard of COVID-19.

2. Purpose

The Town of Orangeville considers vaccinations to be fundamental to the protection of individuals and the community, and to be consistent with the best available public health advice for prevention of the spread of COVID-19 and variants. Vaccination is a key element in the protection of all employees, Members of Council, and any individual representing or acting on behalf of the Town in any manner and every person accessing Town property, services, events, and programs, against the hazard of COVID-19. The purpose of this procedure is to ensure that all current and future Members of Council, Members of local boards and Members of Town Committees are fully vaccinated against COVID-19 or provided an appropriate safe alternative accommodation based on individual circumstances.

3. Definitions

Fully Vaccinated:

For the purposes of case/contact/outbreak management, an individual is defined as fully immunized once 14 days has passed after receiving their second dose of a two-dose COVID-19 vaccine series or their first dose of a one-dose COVID-19 vaccine series that

is approved by Health Canada. In the future, this may include any required booster shots.

Vaccines approved by Health Canada are as follows:

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

Proof of Vaccination:

Documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating individual immunization status against the COVID-19 virus.

Proof of Medical Exemption:

Written proof of a medical reason, provided by a physician or nurse practitioner in the extended class that sets out:

1. a documented medical reason for not being fully vaccinated against COVID-19, and
2. the effective time-period for the medical reason.

Educational Program:

A program that has been approved by and/or provided by the Town of Orangeville and addresses the following learning components:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- Benefits of vaccination against COVID-19;
- Risks of not being vaccinated against COVID-19 and
- Possible side effects of COVID-19 vaccination.

Members

Includes: the Mayor and Members of Council (“elected officials”), individuals appointed to all Town local boards and Town Committees (“Appointees”).

4. Scope

This policy applies to all Members. It provides guidance on the Town’s Vaccination Policy, in a manner that respects a member’s statutory role as an elected representative and the appointment of members on local boards and committees.

Adherence to this Policy will be required by any newly elected or appointed Members. Safe, alternative accommodations will be assessed based on individual cases.

5. Procedure

Town Council supports and will continue to follow Wellington-Dufferin-Guelph Public Health guidelines and recommendations in keeping with the following principles:

- An Elected Official is elected to represent their constituents;
 - An Elected Official's requirement for a safe, alternative accommodation does not require Council approval and their office cannot be declared vacant as a result of any accommodation;
 - An Elected Official reserves the right to participate as an active member of Council, regardless of any accommodation made; and
 - In accordance with the Council Code of Conduct, Members of Council operate from a base of integrity, justice and courtesy.
1. By October 15, 2021, all Members shall disclose their vaccination status by completing the Vaccination Status Form and return it to Human Resources. All medical information regarding vaccination status or accommodations will be treated with the highest confidentiality and will only be used for the purposes of the COVID-19 Vaccination Policy. The vaccination record will only be accessed by the Human Resource's department to administer this policy and will be stored in a secure system, safeguarded by restricted access, ensuring the privacy of this medical information. This information will be destroyed if and when it is no longer required by the Town.
 2. For those Members who are not yet fully vaccinated, they must be fully vaccinated against COVID-19 or have an approved accommodation plan in place by November 30, 2021.
 3. Proof of Vaccination for a first dose or single dose vaccine must be submitted by October 25, 2021. Proof of Vaccination for second doses must be submitted November 22, 2021.
 4. Exemptions will be made in accordance with the Town's Accommodation Policy for grounds protected by the Ontario Human Rights Code, which includes confirmed medical reasons, creed and exceptional circumstances.
 5. Proof of Medical Exemption must be provided by either a physician or nurse practitioner in the extended class.
 6. The Town of Orangeville will work with Members who receive an exemption to develop an appropriate accommodation plan. Safe, alternative accommodations include participating remotely in Council, Local Boards, and Committee meetings in accordance with established policies, procedures, and

by-laws, where applicable. This may also include a plan for future vaccination where the medical exemption is temporary. Individual accommodations will be determined with the individual Member and the Town Clerk. The Town Clerk will consult with Human Resources and/or the CAO's Office, when required.

7. Appointees to a Committee or Local Board who choose not to be vaccinated and do not have an exemption as protected by the Ontario Human Rights Code, are to be removed from the local board or committee effective December 1, 2021.

6. Mandatory COVID-19 Education

Members who choose not to be vaccinated or who choose not to disclose their vaccination status must complete an Educational Program approved by the Town by October 8, 2021 to ensure they are adequately informed about the COVID-19 vaccines and the risks associated with being unvaccinated.

Members who continue to choose to remain unvaccinated (or who choose not to disclose their vaccination status) must declare, in writing, their intent to remain unvaccinated by October 15, 2021.

7. Continued Compliance with all Health and Safety Precautions

Unless a legislated or regulatory exemption applies, all Members are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established, access controls (e.g. screening), wearing a mask or face covering, using provided PPE, where applicable, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms. The Town will continue to closely monitor its COVID-19 risk mitigation planning and ensure it continues to optimally protect the health and safety of employees. The Town will continue to assess other available workplace risk mitigation measures available and may amend this procedure as necessary.

Responsibilities

Members are responsible for:

- Obtaining and submitting their individual proof of COVID-19 vaccination by October 15, 2021.
- If additional booster doses of the COVID-19 vaccine are required, ensure subsequent doses are also submitted.

- Notifying the Town Clerk by October 15, 2021 that they are requesting an accommodation from the requirement to be fully vaccinated for reasons related to the *Human Rights Code*.
- Continuing to follow health and safety protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination.
- Working and representing their constituents in a manner that is respectful to all.
- Identifying opportunities to obtain a COVID-19 vaccination through community clinics.

Staff are authorized and directed to take the necessary action to give effect to this policy.

The Chief Administrative Officer or designates are delegated the authority to make administrative changes to this procedure that may be required from time to time due to legislative changes or if, in the opinion of both of them, the amendments do no change the intent of the procedure.

References and related documents

Any other relevant Town policies