



Report to Council

Department: Office of the CAO
Division: Office of the CAO
Date: January 17, 2022
Prepared by: Brandi Sieben, Manager of Human Resources
Report Number: Human Resources 2022-01
Subject: COVID-19 Vaccination Policy – Three (3) Month Review
Number of Pages: 6

Recommendation(s)

That Human Resources Report 2022-01 entitled "COVID-19 Vaccination Policy – Three (3) Month Review" prepared by Brandi Sieben dated January 17, 2022, be received, and

That Council approve that Administration continue to implement the Town's COVID-19 Vaccination Policy.

Purpose

To obtain Council's approval on the continued administration of the Town's corporate COVID-19 Vaccination Policy. Council requested a review of the policy every three (3) months at the October 18, 2021, regular Council meeting.

Background and Discussion

The Town implemented the corporate COVID-19 Vaccination Policy effective October 19, 2021. All employee, members of Council and Committee Members were required to provide their vaccination status using one (1) of the following status options by October 26, along with any associated vaccine documentation:

<p>1. I consent to providing my vaccination status and confirm that I am fully vaccinated as defined by the Ministry of Health.</p>	<ul style="list-style-type: none"> - Written proof of full vaccination from the Ministry of Health to be provided at time of declaration no later than October 26, 2021. - Completion of the Educational Program required.
<p>2. I consent to providing my vaccination status and confirm that I have or will receive my first dose no later than October 26, 2021 and will be fully vaccinated no later than November 30, 2021.</p>	<ul style="list-style-type: none"> - Written proof of first dose of vaccination from the Ministry of Health to be provided at time of declaration and by or on October 26, 2021. - Completion of the Educational Program required. - Completion of regular COVID Rapid Antigen Testing every 72 Hours (test results must be submitted Monday and Thursday of each work week before 10 AM) until full vaccination is reached. Test results must be sent to covid@essex.ca - Written proof of full vaccination from the Ministry of Health to be provided using the declaration tool by November 30, 2021.
<p>3. I consent to providing my vaccination status and state that I am unable to be vaccinated for medical reasons and I understand that I will be required to complete rapid antigen testing once every 72 hours and demonstrate a negative result (results submitted each Monday and Thursday by 10 AM).</p>	<ul style="list-style-type: none"> - Review Section 4.8 Accommodations. - After completion of declaration, written proof of the medical exemption, to be provided by in accordance with Ontario Ministry of Health provisions, which sets out the below, by October 26, 2021 to the confidential email of covid@essex.ca <ol style="list-style-type: none"> 1. That the Staff member cannot be vaccinated against COVID-19 and; 2. The effective time period for the medical reason and the expiry date (i.e. permanent or time-limited). - Completion of the Educational Program required. - Completion of COVID Rapid Antigen Testing every 72 hours (test results must be submitted Monday and Thursday each work week before 10 AM). Test results must be sent to covid@essex.ca - If the medical reason is time-limited, within thirty (30) days expiring, proof of vaccination must be provided using the declaration tool or further proof is required. If an extension or

	proof of vaccination is not received, the Staff member will be considered unvaccinated in accordance with Options 5,6 or 7.
4. I consent to providing my vaccination status and state that I am requesting accommodation under the Ontario Human Rights Code (OHRC) for a bona fide religious exemption, and I understand that I will be required to complete rapid antigen testing once every 72 hours and demonstrate a negative result (results submitted each Monday and Thursday by 10 AM).	<ul style="list-style-type: none"> - Review Section 4.8 Accommodations. - After completion of the declaration, a written request must be sent to the confidential email of covid@essex.ca no later than October 26, 2021 with their legitimate and demonstrable religious objection. - Completion of the Educational Program required. - Completion of COVID Rapid Antigen Testing twice per week (test results must be submitted Monday and Thursday each work week before 10 AM). Test results must be sent to covid@essex.ca
5. I consent to providing my vaccination status but elect not to be vaccinated (being without a medical reason exemption or a bona fide religious exemption) and understand that I will be required to complete rapid antigen testing once every 72 hours and demonstrate a negative result (results submitted each Monday and Thursday by 10 AM).	<ul style="list-style-type: none"> - Completion of the Educational Program required. - The Staff member is required to complete rapid antigen testing every 72 hours and provide documentation of a negative result until full vaccination is reached (test results must be submitted Monday and Thursday each work week before 10 AM). Test results must be sent to covid@essex.ca - Prior to attending a Town facility, a member is required to complete rapid antigen testing at their own cost and provide documentation of a negative test result. Test results must be sent to covid@essex.ca must have been completed within 48 hours of attending facility. - A change of vaccination status may be submitted to covid@essex.ca.
6. I do not consent to providing my vaccination status and understand that I will be required to complete rapid antigen testing once every 72 hours and demonstrate a negative result (results submitted each Monday and Thursday by 10 AM).	<ul style="list-style-type: none"> - Completion of the Educational Program required. - The Staff member is required to complete rapid antigen testing every 72 hours and provide documentation of a negative result until full vaccination is reached (test results must be submitted Monday and Thursday of each work week before 10 AM). Test results must be sent to covid@essex.ca - Prior to attending a Town facility, a member is required to complete rapid antigen testing at their own cost and provide documentation of a negative test result. Test results must be sent to covid@essex.ca must have been completed within 48 hours of attending facility. - A change of vaccination status may be submitted to covid@essex.ca.
7. I do not consent to providing my vaccination status and refuse to	<ul style="list-style-type: none"> - Completion of the Educational Program required.

<p>complete rapid antigen testing and understand that I will accordingly be off work without pay effective October 27, 2021.</p> <p>OR</p> <p>I consent to providing my vaccination status but elect not to be vaccinated (being without a medical reason exemption or a bona fide religious exemption) and further refuse to complete rapid antigen testing and understand that I accordingly will be off work without pay effective October 27, 2021.</p>	<ul style="list-style-type: none"> - The Staff member is on unpaid leave until full vaccination is reached, or staff member begins to complete rapid antigen testing as outlined in section 4.4 and 4.5. Employee may be subject to progressive disciplinary action. - Member is unable to attend a Town facility or participate in in-person meetings. Compensation may be suspended <p>A change of vaccination status may be submitted to covid@essex.ca</p>
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Employees

The Town received status responses for 100% of active employees by the required deadline.

The Town has 193 employees and vaccination rates are currently as follows:

Fully vaccinated	95%
Partially vaccinated	1%
Unvaccinated or selected not to disclose vaccination status	4%

The fully vaccinated rate for employees has increased by 2.8% since implementation of the Town's policy.

The Town did not receive any requests for an accommodation under the Ontario Human Rights Code (OHRC) for a legitimate medical condition or bona fide religious exemption.

All employees who are unvaccinated or selected not to disclose their vaccination status have been participating in bi-weekly rapid antigen testing with the Town's nurse practitioner since the week of November 8, 2021. The testing program has yielded two positive test results, assisting in reducing transmission in the workplace.

We have been notified through our current provider of a shortage of rapid antigen tests, and that there will be no additional availability through the month of January. The Town currently has 7 weeks of testing materials on hand and do not anticipate the current shortage to interfere with the testing program. The Town has also been approved to order with Supply Chain Ontario should the current provider's availability remain limited.

All employees completed their vaccination education.

Council and Committees of Council

To date, we have only received responses from 37% of all Council and Committee of Council Members, for which there is 62 members in total. Of the 37%, all have provided documentation of being fully vaccinated. Council or Committee Members must provide their status and documentation prior to attending a Town Facility. At this time, most of our committee meetings remain virtual or a hybrid of in-person and virtual and the staff liaison ensures that the documentation has been received prior to approving a committee member to attend an in-person meeting.

Financial Impact

To date, the cost of implementing the COVID-19 Vaccination Policy has been \$400.00. These costs were a result of third-party testing for employees scheduled to work during the Christmas break, when the Nurse Practitioner's office was closed. No additional costs are expected at this time.

Consultations

Doug Sweet, Chief Administrative Officer

Link to Strategic Priorities

- ☐ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☐ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☐ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☒ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☒ Improve the Town's capacity to meet the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

Report Approval Details

Document Title:	COVID-19 Vaccination Policy 3 Month Review.docx
Attachments:	
Final Approval Date:	Jan 11, 2022

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Doug Sweet", with a stylized flourish extending from the end.

Doug Sweet, Chief Administrative Officer - Jan 11, 2022 - 3:42 PM