

NOTL Public Library

Policy Type: **Human Resources**

Policy Number: **HR - 18**

Policy Title: **Purpose, Scope & Administration**

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Policy Review Date:

The NOTL Public Library has an obligation under the Occupational Health and Safety Act and Provincial legislation to take all reasonable precautions to protect the health and safety of all employees and maintain healthy and safe workplaces.

Vaccination is a key element in the protection of employees, library users and volunteers against COVID-19. Vaccination is effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19, including from current variants. Vaccinations provide protection at the individual level, however, vaccines also provide protection at a community level (“herd effects”) when vaccination is near-universal: if the people around one are vaccinated, one’s risk is further reduced by virtue of becoming unlikely to encounter an infected person. Given the continuing spread of COVID-19 within Ontario, the compelling data demonstrating a higher incidence of COVID-19 among the unvaccinated population and the increasing levels of contact between individuals as businesses, services, and activities have reopened, and the advice of Public Health, it is important for employees and volunteers to be fully vaccinated against COVID-19 to help ensure the library remains safe as vaccination is a critical control measure in mitigating the continued spread of COVID-19.

To help reduce the risk of COVID-19 transmission, this policy is an important step designed to maximize COVID-19 vaccination rates among library staff and volunteers as a critical control measure that complements other current workplace health and safety measures in place, including daily health screening, mandatory face coverings, physical distancing, hand hygiene and enhanced cleaning. These measures also serve to protect members of the community served by the library.

To this end, this policy requires all employees and volunteers to be fully vaccinated against COVID-19 and provide proof thereof.

Employees who remain unvaccinated due to a bona fide Human Rights Code exemption shall be subject to accommodation and required to take additional infection and prevention control measures, including submitting to regular COVID-19 antigen testing and providing proof of a negative test result. The existence of a bona fide Human Rights Code exemption will be subject to a review and determination by the CEO and outside legal counsel.

Information collected pursuant to this policy, including related to an individual’s proof of vaccination shall be collected, protected and disposed of in accordance with privacy legislation. This information will only be used to the extent necessary for the implementation of this policy, including providing statistical reporting on compliance and for administering related infection and prevention control measures and health and

safety protocols in the workplace.

Section 1: Purpose

To ensure all employees and volunteers are fully vaccinated and tested, where applicable, to minimize their risk of infection and to reduce the risk of transmission to others.

This policy recognizes 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 in the workplace. Ensuring our employees and volunteers are fully vaccinated against COVID-19 not only contributes to a safer workplace but is a critical protection for other members of our community and sets a positive example for others to follow as we work together to increase our vaccination rate and drive down infections. Given the important service the library gives to the community, vaccination is also an important measure to support workplace continuity.

Section 2: Scope

This policy applies to all employees and volunteers. All new employees and volunteers will be subject to this policy as a condition of their employment with the library.

Vaccination requirements are subject to bona fide Human Rights Code exemptions. In recognition of the library's obligations under the Human Rights Code, an employee who presents and substantiates a valid legal justification for exemption on the basis of grounds listed under the Human Rights Code will be accommodated in accordance with the library's processes. In addition, these employees shall be subject to regular COVID-19 antigen testing and further infection and prevention and control measures as required under this policy.

The library will continue to actively monitor all COVID-19 workplace safety measures in place, including this policy, in light of the evolving public health and legislative context and advice from Public Health experts; and make any amendments necessary, which may include additional or alternate precautions to protect the health and safety of all employees and maintain healthy and safe workplaces.

Section 3: Roles and Responsibilities

As outlined in the attached COVID-19 Vaccination Procedure

Related Documents

Occupational Health and Safety Act (OHSA) R.S.O. 1990 and Regulations

The Human Rights Code, R.S.O. 1990, c. H.19

Personal Health Information Protection Act (PHIPA), 2004.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), 1990.

Definitions

Fully Vaccinated – means having received the full series {as may be amended from time to time by either the Federal or Provincial government agencies (e.g. the approval of a booster)} of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization (WHO) or the National Advisory Committee on Immunizations (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 either a two dose or single dose regime of COVID-19 vaccine series at least 14 days prior. The imposition of a booster requirement may require a further 14-day waiting period to be considered fully vaccinated.

Further interpretation of this policy is the responsibility of the CEO and the NOTL Public Library Board. The Board reserves the right to make, modify, revoke, suspend, terminate or change any policy or procedure, in whole or in part, at any time.
