



Aurora Public Library

COVID-19 VACCINATION POLICY

1. **POLICY STATEMENT**

The health and safety of Aurora Public Library employees is a top priority. The Aurora Public Library Board is committed to taking every precaution reasonable regarding the health and safety of workers from the hazard of COVID-19. This mandatory COVID-19 Vaccination policy (“the policy”) is a key element in the protection of employees against COVID-19 and is designed to maximize COVID-19 vaccination rates among employees as one of the control measures against the COVID-19 virus. To this end Aurora Public Library employees including new hires, student interns and in-person volunteers are required to be vaccinated against COVID-19.

2. **PURPOSE**

The purpose of this policy is to protect the health and safety of all employees and visitors to Aurora Public Library. Full vaccination has been effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 and its variants. Given the continuing spread of COVID-19, compelling data demonstrates a higher incidence of COVID-19 among the unvaccinated population. As businesses, services, and activities have reopened, there is an increase in levels of contact between individuals, and it is important for Aurora Public Library employees including new hires, student interns and in-person volunteers to be fully vaccinated in order to protect themselves against serious illness from COVID-19 as well as to provide indirect protection to others, including colleagues.

3. **SCOPE**

This policy applies to all Aurora Public Library employees including new hires, in-person volunteers and student interns. For the purpose of this policy only, reference to “employees” shall also be read to include new hires, in-person volunteers and student interns. New Aurora Public Library employees are required to be fully vaccinated against COVID-19 as a condition of employment.

4. **DEFINITIONS**

Vaccine Receipt: Official Ministry of Health issued document that verifies immunization status, the official receipts will identify your name, vaccine received, vaccine dose and the Authorized Organization.

5. RESPONSIBILITIES

Manager

- Management is responsible for the administration of this policy.
- Managers are expected to lead by example, and;
- Ensure employees complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

Employees

- Employees are expected to provide proof of full vaccination to Human Resources,
- Follow all health and safety policies and protocols, and;
- Complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

Human Resources

- Collect and safeguard the collection of vaccination disclosure information, including vaccination certificates and medical exemption forms.
- Monitor and review the submissions of the vaccination form and inform the CEO of the overall vaccination status.
- Answer questions from employees with respect to the Policy.
- Deploy Vaccination Training, where applicable.
- Provide accommodation with employees related to this policy, where applicable.

6. PROCEDURE

6.1 VACCINATION REQUIREMENT

All Aurora Public Library employees are required to be fully vaccinated with a COVID-19 vaccine series by October 30, 2021. For a two dose vaccine series, employees must receive one dose of COVID-19 vaccine by September 30, 2021, and two doses of COVID-19 vaccine by October 30, 2021. For a single dose vaccine series (e.g. Johnson and Johnson), employees must receive the dose by October 30, 2021.

6.2 PROOF OF VACCINATION

Aurora Public Library requires proof of vaccination from all employees by October 30, 2021. Proof means documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization or through the province's vaccine verification app – whichever one is less intrusive to the employee. Employees must disclose their vaccination status in accordance with the established process by no later than September 24, 2021.

Employees who, by September 24, 2021, disclose that they have not received two doses of COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), or

who have not disclosed their vaccination status as required, shall attend mandatory education on the benefits of vaccination, in addition to complying with the obligations identified under "Vaccination Requirement" above.

Employees will be required to update their vaccination status in accordance with the established process and by the dates set out in this policy, as they obtain each dose of COVID-19 vaccine.

Aurora Public Library will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada, the World Health Organization or through the province's vaccine verification app, in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

6.3 CONTINUED COMPLIANCE WITH ALL HEALTH AND SAFETY PRECAUTIONS

Unless a legislated or regulatory exemption applies, all Aurora Public Library employees 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 workplace access controls, including:

- COVID-19 Screening,
- Using Personal Protective Equipment (wearing a mask or face covering or face shields),
- Maintaining appropriate physical distancing, and
- Self-monitoring of potential COVID-19 symptoms.

Employees who remain unvaccinated due to a substantiated Human Rights Code related accommodation or medical exemption will be required to take additional infection and prevention control measures, including providing ongoing proof of a negative COVID-19 test, as well as self-isolate if exposed to COVID-19.

6.4 ACCOMODATIONS IN ACCORDANCE WITH THE HUMAN RIGHTS CODE

Employees who are not able to obtain a COVID-19 vaccine for a reason related to a protected ground set out in the Ontario Human Rights Code, can request accommodation, using Aurora Public Library's policies and procedures and cooperating in the accommodation process.

All accommodation requests require written proof of the need for accommodation. For example, in the case of a request for a medical accommodation, medical documentation from a physician or nurse practitioner, including whether a medical reason is permanent or time limited.

6.4.1 ONGOING MONITORING AND ASSESSMENT OF COVID-19 WORKPLACE SAFETY MEASURES

Aurora Public Library will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of employees in the workplace and the public that they serve. To that end, and in consultation with York Region Public Health and occupational health and safety experts, Aurora Public Library will continue to assess other available workplace risk mitigation measures, including, for example, requiring ongoing proof of a negative COVID-19 test, etc. If it is determined that additional precautions are necessary, Aurora Public Library may decide to deploy new measures (including at an individual level) to protect employees and the public from COVID-19, and may amend this policy accordingly and/or communicate the required precautions to impacted employees.

6.5 CONSEQUENCES OF NON-COMPLIANCE WITH POLICY

All employees are required to disclose and provide proof of vaccination status by September 24, 2021. Staff who have not been vaccinated or who do not disclose their vaccination status by September 24, 2021, will be required to attend mandatory education on the benefits of vaccination. All staff will then need to provide proof of full vaccination by October 30, 2021.

Employees who do not comply with this policy may be subject to discipline, up to and including dismissal.

7. REFERENCES

ONTARIO HUMAN RIGHTS CODE, R.S.O, 1990, c. H.19

8. RELATED POLICIES

Aurora Public Library Health and Safety Policy Statement

Approved Date: September 15, 2021	Motion #: 21.06.60
Effective Date: September 17, 2021	
Date of Last Revision: n/a	