

Appendix A: Vaccination or Rapid Test – COVID-19 Policy

1. Purpose:

The Town of LaSalle has a legislated obligation to provide a safe workplace for its employees and an obligation to provide a safe environment to members of the public who access Town Facilities to obtain services.

The purpose of this policy is to set out the steps to attempt to eliminate the risk of COVID-19 in the workplace and to provide a safe environment for employees to work and for the public to utilize Town Facilities.

Being Vaccinated means having good protection against infection from COVID-19 and lowering the risk of serious illness. Further, the risk of other people catching COVID-19 from a Vaccinated person is lower than from an unvaccinated person.

Given the risks to the health and safety of employees, the public and the desire to ensure that there are no outbreaks within the workplace which would further negatively impact the public and employees through the disruption of access to Town Facilities, it is necessary to take steps to minimize the risk of COVID-19 in the workplace.

2. Scope:

This policy applies to all Employees and Members.

3. Definitions:

“CAO” means the Chief Administrative Officer of the Town and/or his or her delegate.

“Council” means the Council for the Town of LaSalle.

“COVID-19” means the infectious disease caused by a newly discovered coronavirus and/or variants of concern.

“Employee” means an employee of the Town including but not limited to those who are employed full-time, seasonal, part-time, on a contract/temporary term; co-op students and volunteers shall have the same corresponding meaning. Employees of the LaSalle Police Service are not included in this policy as they are governed by the LaSalle Police Services Board.

“Firefighter” shall include a Fire Prevention Officer, Training Officer, Volunteer Firefighter, Volunteer Captain, Deputy Fire Chief and Fire Chief.

“Member” means a member of Council; a member of the LaSalle Police Services Board or any other board, commission, committee, or local authority established or exercising

any power under any Act; or a member of an ad hoc committee established by Council, where the Member is undertaking his or her duties.

“Rapid Test” means a rapid antigen test which detects protein fragments specific to the coronavirus that is completed at a pharmacy.

“Town” means The Corporation of the Town of LaSalle.

“Town Facility” means being indoors at any Town-owned building where Employees and Members may work, for example:

- Civic Centre – 5950 Malden Road, LaSalle
- Fire Service – 1900 Normandy Road, LaSalle
- Public Works – 2170 Judy Recker Cres, LaSalle
- Vollmer Culture and Recreation Complex – 2121 Laurier Pkwy, LaSalle
- Boat Ramp Hut – 1010 Front Road, LaSalle
- LaSalle Outdoor Pool – 1200 Front Road, LaSalle

“Vaccinated” means to be fully treated with a vaccine approved for use in Canada or by the World Health Organization to produce immunity against COVID-19. “Vaccination” shall have a corresponding meaning.

“Vaccination Due Date” means:

- September 22, 2021 to receive the first and/or only dose of the COVID vaccine
- October 22, 2021 to receive the second dose of the COVID vaccine

“Workplace” means any Town Facility, land, premises, or thing at, upon, in or near which the Employee works, but does not include an Employee’s home while the Employee is participating in a work from home arrangement.

4. Roles and Responsibilities:

Management/Supervisors:

- Ensure that Employees are aware of the importance of being Vaccinated
- Ensure that Employees who attend the Workplace have submitted evidence of Vaccination or a negative Rapid Test in accordance with this policy
- Ensure that any records of Vaccination and/or Rapid Test results are submitted to Human Resources in compliance with privacy legislation
- Communicate the requirement of this policy to any Employee that is currently absent from work

Employees and Members:

- Remain informed about the importance of being Vaccinated

- Identify opportunities to become Vaccinated through clinics or from health care professionals
- Submit the required evidence of Vaccination or a negative Rapid Test result in accordance with this policy

Human Resources:

- Provide information and guidance to Employees and Members regarding the importance of being Vaccinated
- Provide Employees and Members with access to information on COVID-19, health and safety precautions, and on Vaccinations
- Collect all Vaccination records and/or Rapid Test results in compliance with privacy legislation

5. Policy and Procedures:

a) Employees:

- i. Prior to attending a Town Facility, every Employee shall be Vaccinated in accordance with the two Vaccination Due Dates.
- ii. In the event that an Employee is not Vaccinated as set out in section 5a)i., prior to attending a Town Facility the Employee shall have a Rapid Test completed at his or her own expense outside of working hours. The Employee must keep a copy of the negative Rapid Test result and electronically submit such proof to Human Resources at [REDACTED] as outlined in section 5a)v.
- iii. In the event that an Employee is not Vaccinated as set out in section 5a)i. and the Employee receives a positive Rapid Test result, the Employee will not enter a Town Facility and will advise their Manager/Supervisor of the positive test result. The Employee will also contact the Windsor Essex County Health Unit for further direction at 519-258-2146.
- iv. In the event that an Employee is Vaccinated as set out in section 5a)i, and tests positive for COVID-19, the Employee will not enter a Town Facility and will advise their Manager/Supervisor of the positive test result. The Employee will also contact the Windsor Essex County Health Unit for further direction at 519-258-2146.
- v. All Employees that are not Vaccinated will obtain a Rapid Test twice per week and will provide evidence of the negative Rapid Test to Human Resources at [REDACTED] every Monday and Thursday before 10:00 a.m. A Rapid Test must be completed within 48 hours prior to Monday, and within 48 hours prior to Thursday. If the Employee is not scheduled to work on a Monday or Thursday, the Employee must still submit proof of their negative Rapid Test on these two days each week. Some exceptions may be made for part-time employees that are only scheduled to work limited hours on a regular basis.
- vi. All Firefighters shall be Vaccinated in accordance with section 5a)i. and will not complete a Rapid Test.

- vii. Proof of Vaccination will be collected by Human Resources by email at [REDACTED] from September 11 – 22, 2021. Should an Employee not wish to submit their Vaccination document via email, the Employee may contact Human Resources to arrangement for a personal appointment. All Employees that have not been Vaccinated will be required to provide proof of a negative Rapid Test result effective Thursday, September 23, 2021 before 10:00 a.m.

b) Members:

- i. Prior to attending a Town Facility, every Member shall be Vaccinated in accordance with the two Vaccination Due Dates.
- ii. In the event that a Member is not Vaccinated as set out in section 5b)i., prior to attending a Town Facility the Member shall have a Rapid Test completed at his or her own expense. The Member must keep a copy of the negative Rapid Test result and provide such proof to the Council Coordinator or the LaSalle Police Board Secretary that is in attendance of an in-person meeting. If the Member is not Vaccinated and is attending a meeting virtually a Rapid Test is not required.
- iii. In the event that a Member is not Vaccinated as set out in section 5b)i. and the Member receives a positive Rapid Test result, the Member will not enter a Town Facility and will advise the Chair of the Committee/Board or Council Coordinator/Police Board Secretary that he or she will be unable to attend the meeting. The Member will also contact the Windsor Essex County Health Unit for further direction at 519-258-2146.
- iv. A negative Rapid Test must be completed within 48 hours prior to attending a Town Facility for an in-person meeting.
- v. Proof of Vaccination or a negative Rapid Test will be required from any Member entering any Town Facility for the purpose of exercising his or her duties and responsibilities effective Thursday, September 22, 2021 for in-person meetings.

c) General:

- i. The form of evidence of Vaccination and Rapid Tests results submitted by the Employee or Member shall be determined by the CAO in his or her sole discretion.
- ii. This policy and procedure shall be in addition to all other COVID-19 pre-screening for attendance in the Workplace or at any Town Facility.
- iii. All requirements for COVID-19 precautions are subject to change.

d) Violations of the Policy:

- i. Any violation of the "Vaccination or Rapid Test COVID-19" Policy will be evaluated on a case-by-case basis. Failure to comply with the policy may result in discipline, up to and including termination of employment.

6. Communication:

This policy will be communicated to all Employees via email and by [REDACTED]
[REDACTED]. Members will be advised via email of policy requirements.

7. Evaluation:

This policy will be reviewed annually at a minimum and as often as is necessary to ensure the safety of Employees, Members and the public are maintained.

8. Revisions:

None