

## Visitor Proof of COVID-19 Vaccination Policy

### Scope and Purpose

The Saskatchewan Urban Municipalities Association (“**SUMA**”) is committed to maintaining the health and safety of its workplaces and to protecting its employees from the hazards of COVID-19.

The purpose of the Visitor Proof of COVID-19 Vaccination Policy (the “**Policy**”) is to reduce the risks of COVID-19 in the workplace and to provide a safe environment for employees and visitors accessing and using the Office. COVID-19 is a highly contagious communicable disease. It is critical that SUMA use all available tools at its disposal to ensure that its workplaces are as safe as possible. In that regard, federal and provincial health authorities have indicated that the COVID-19 vaccines approved for use in Canada are, in combination with health and safety precautions, safe and effective ways to reduce the chances of acquiring and spreading COVID-19 in the workplace and to reduce the chances of individuals experiencing negative health outcomes should they contract COVID-19. Individuals who are not vaccinated thus pose a greater risk to their personal health and safety and to the health and safety of those around them.

Because COVID-19 vaccines reduce these risks, SUMA encourages all visitors to the Office – other than any for whom it is not medically recommended – to obtain COVID-19 vaccinations at their first opportunity.

As a result of the COVID-19 pandemic, individuals who are not vaccinated pose a greater risk to their personal health and safety, as well as the safety of those around them at the worksite. Accordingly, this Policy implements certain requirements regarding the COVID-19 vaccination, such that the risk of transmission at the worksite is reduced.

The Policy will be reviewed on a regular basis and amended as required as the information, data, public health guidance and provincial legislation regarding the COVID-19 pandemic changes.

### 1. Applicability

1.1 This Policy applies to all individuals who are seeking to access and/or attend at the Office (individually, the “**Visitor**” and collectively, the “**Visitors**”).

### 2. Definitions

2.1 For the purposes of this Policy:

- a. “**Authorized Testing Device**” means a Health Canada Authorized COVID-19 testing device and does not include rapid testing devices;
- b. “**COVID-19 Vaccination**” means a dose of single course COVID-19 immunization or dual course COVID-19 immunization series approved for use in Canada (as may be updated from time to time) and which currently includes:

- i. Pfizer-BioNTech COVID-19 Vaccine/Pfizer BioNTech Comirnaty® COVID-19 Vaccine;
  - ii. Moderna COVID-19 Vaccine/Moderna Spikevax® COVID-19 Vaccine;
  - iii. AstraZeneca COVISHIELD COVID-19 Vaccine/AstraZeneca Vaxzevria® COVID-19 Vaccine; or
  - iv. Janssen (Johnson & Johnson) COVID-19 Vaccine.
- c. **“Fully Vaccinated”** means:
- i. two (2) weeks after either:
    - A. a person who has received the Single Dose of a single course COVID-19 Vaccination; or
    - B. a person who has received the Second Dose of a dual course COVID-19 Vaccination; or
  - ii. where multiple doses of a COVID-19 multiple-dose vaccination or series of vaccination doses approved for use in Canada are required, a person who has received the most advanced vaccination dose that the individual is eligible for.
- d. **“Second Dose”** means the second dose of a dual course COVID-19 immunization series approved for use in Canada.
- e. **“Single Dose”** means the first dose of a single course COVID-19 immunization series approved for use in Canada.

### **3. Policy**

3.1 Subject to the provisions of this Policy, prior to entering the Office, each Visitor shall:

- a. between October 15, 2021 and November 15, 2021:
  - i. provide confirmation that the Visitor is Fully Vaccinated pursuant to s. 4.1; or
  - ii. provide proof of negative COVID-19 test results in accordance with ss. 5.1 – 5.2 of this Policy;
- b. after 11:59 p.m. on November 15, 2021, provide confirmation that the Visitor is Fully Vaccinated pursuant to s. 4.1.

### **4. Proof of Vaccination**

4.1 Each Visitor may confirm they are Fully Vaccinated for the purposes of ss. 3.1(a) and (b) by showing one of the following to an administrative assistant upon arrival at the Office:

- a. a government issued vaccination card or vaccination certificate;
- b. evidence of a government issued digital immunization record (including from a government website such as eHealth Saskatchewan), including a QR code; or
- c. a copy of a government email confirmation of vaccination status.

## **5. COVID-19 Testing**

- 5.1 In furtherance of s. 3.1(a)(ii), each Visitor who does not provide confirmation they are Fully Vaccinated upon arrival at the Office shall provide a negative COVID-19 test result using an Authorized Testing Device to an administrative assistant upon arrival at the Office.
- 5.2 For clarity, each Visitor must obtain a negative COVID-19 test result using an Authorized Testing Device no earlier than 48 hours prior to attending the Office.

## **6. Employee Obligations**

- 6.1 Any SUMA employee who schedules a meeting with a Visitor at the Office or otherwise invites a Visitor to the Office shall communicate the Policy to the Visitor in advance of the Visitor attending the Office.

## **7. Continued Compliance with Health and Safety Measures**

- 7.1 Visitors must continue to adhere to all applicable laws related to COVID-19, including but not limited to public health orders issued pursuant to *The Public Health Act, 1994* and *The Disease Control Regulations*.
- 7.2 All Visitors must continue to adhere to all applicable policies, procedures and directions of SUMA related to COVID-19 including but not limited to using and maintaining personal protective equipment, wearing appropriate masks and maintaining physical distancing as required.
- 7.3 Visitors must not attend the Office if they have any symptom of COVID-19. For clarity, this includes Visitors who are Fully Vaccinated.

## **8. Failure to Comply**

- 8.1 Visitors who refuse to comply with the requirements of this Policy will not be permitted in the Office.

## **9. Collection of Information and Privacy Considerations**

- 9.1 No personal vaccination records or testing results will be kept by SUMA. All information will be viewed only by the Administrative Assistant or Designated Alternative in their absence, when presented by the visitor and a note made in a secure spreadsheet indicating that vaccination status or results have been verified.

- 9.2 All personal information will be collected, used, disclosed, retained and safeguarded in accordance with SUMA's applicable policies and in compliance with applicable privacy legislation. For greater certainty, confirmation that a Visitor is Fully Vaccinated, test results or other personal information collected by SUMA pursuant to this Policy will be limited to the extent reasonably practicable and will only be used for the purposes of verifying compliance with this Policy and determining and implementing the applicable consequences in the event of a Visitors' failure to comply.
- 9.3 All information relating to a Visitor's receipt of a COVID-19 Vaccination and/or a Visitor's COVID-19 test results will be maintained by SUMA in a secure and confidential manner.
- 9.4 All information collected by SUMA pursuant to this Policy will be destroyed:
- a. once the COVID-19 pandemic is deemed to have ended; or
  - b. once SUMA determines that the information is no longer necessary for the purpose of ensuring workplace safety.
- 9.5 Any questions or concerns related to the collection, use, disclosure, or retention of personal information and personal health information pursuant to this Policy should be directed to Director of Corporate Services.

## **10. Accommodation**

- 10.1 SUMA is committed to fulfilling its obligations under *The Saskatchewan Human Rights Code*. Visitors requiring accommodation for grounds protected by *The Human Rights Code* under the Policy may request accommodation by advising SUMA of the need for accommodation and providing any related documentation (e.g., medical documentation) to the Director of Corporate Services.

## **11. Posting of Policy**

- 11.1 SUMA shall post this policy on their website for anyone to view, post notice on their office door for those visitors arriving unannounced and provide notice in advance to those seeking to hold a meeting in SUMA's office.