



COVID-19: Vaccination Policy for Contractors

1. Policy Statement

The health and safety of Township of Southgate employees and our community is a priority. The Township of Southgate is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19. Vaccination is a key element in the protection of Township employees and the public against the hazard of COVID-19. This Policy is designed to protect the public and Township staff working with Township Contractors to ensure they send fully vaccinated individuals to any worksite to provide services or work under a Township contract(s).

2. Purpose

The purpose of this policy is to outline the Township's expectations with regards to COVID-19 immunization of Contractors. It is crucial as a municipality that we maintain the highest level of employee health and safety, continuity of the public services we provide, minimize the possibility of service interruptions and ensure the public's confidence during direct customer service contacts, that Contractors working with the Township are protected by double vaccinations, in addition to the COVID-19 protocols we have in place.

3. Scope

This policy applies to all Township of Southgate contracts and contractors, including subcontractors, where there is sustained, regular or infrequent in-person interaction with the public and/or Township employees in the performance of the work under that contract, project or maintenance work.

4. Definitions:

- a. **Approved vaccine** is a vaccine series that has been approved by Health Canada. At the time of this policy creation, the following are considered approved vaccines:
 - i. **AstraZeneca**
 - ii. **Moderna**
 - iii. **Pfizer-BioNTech**
 - iv. **Janssen (Johnson & Johnson) (1 dose)**
- b. **Contractors** for the purpose of this policy refers to all persons (owners, employees and subcontractors) or companies that undertake a contract to provide labour to perform a service or complete work for the Township of Southgate.



- c. **COVID-19** refers to a virus belonging to a large family called coronavirus, which includes the virus that causes the common cold and more severe respiratory diseases. The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.
- d. **Fully Vaccinated** an individual is considered fully vaccinated 14 days after receiving their second dose of an approved two-dose COVID-19 vaccine series or their first dose of an approved one-dose COVID-19 vaccine. Mixing of vaccines are considered fully vaccinated as long as both doses have been administered within recommended timelines.
- e. **Vaccine** is a substance used to stimulate the production of antibodies and provide immunity against specific diseases. If a COVID-19 Vaccine booster shot becomes required in order to maintain immunity from COVID-19, this will be required in order to be considered fully vaccinated under this policy.
- f. **Unvaccinated** means having not had a COVID-19 vaccine or having only a partial vaccine series.

5. Background and Current Situation

Full vaccination has been shown to be effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 and COVID-19 variants including the Delta variant currently circulating in Ontario.

Given the continuing spread of COVID-19, including the Delta variant 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, it is important for all Township contractors be fully vaccinated in order to protect themselves against serious illness from COVID-19 as well as to provide indirect protection to others, including Township staff.

6. Responsibilities

- a. **Supervisor / Department Head**
 - Ensure that contractors have provided confirmation that individuals sent to perform work have been fully vaccinated;
 - Ensure the contract is managed in accordance with the contract terms and conditions;
 - Avoid gathering personal health information of contractor employees; and



- Ensure the contractor has been informed of all Township protocols including COVID-19 specific and that they agree to comply.

7. Vaccination Requirement

Where this policy applies, by October 30, 2021, all Township of Southgate contractors are required to assign individuals who are fully vaccinated with a COVID-19 vaccine series to perform contract requirements.

8. Proof of Vaccination

The Township of Southgate requires contractors to provide a written attestation that the individuals assigned have been vaccinated – See Schedule A, in addition to a copy of the company’s vaccination policy or be prepared to show evidence of proof of vaccination upon request.

9. Continued Compliance with all Health and Safety Precautions

Unless a legislated or regulatory exemption applies, all Township of Southgate contractors 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 (e.g. screening), wearing a mask or face covering, using appropriate PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in Township business.

10. Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

The Township 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 Grey Bruce Public Health and occupational health and safety experts, the Township will continue to assess other available workplace risk mitigation measures. If it is determined that additional precautions are necessary, the Township 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 contractors.

11. Consequences of Non-Compliance with Policy

Contractors who do not comply with this policy may be subject to the Township exercising its available contract remedies, up to and including termination of the contract.



12. Reporting of Outbreak

Contractors must report a COVID-19 Outbreak in their workplace or if a positive case is identified with an individual working on a Southgate project to the Township as soon as reasonably possible.



COVID-19 Vaccine Attestation for Contractors

Today's Date: _____

Attestation:

I _____, for the company/business of _____,
Name *Business Name*

confirm that by signing my name below, I certify that my business will only be sending fully vaccinated workers to Township of Southgate facilities and projects.

"Fully Vaccinated" means it has been two weeks since receiving either 1) both doses of an approved two-dose series vaccine, or 2) a single dose of an approved single-dose vaccine series.

I also confirm that the people representing my company/business onsite will follow all Township of Southgate Health and Safety protocols including but not limited to compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using appropriate PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms.

Print Name: _____

Position within listed Company: _____

Signature: _____