

Policy Name:	COVID-19 Vaccination Policy for Contractors, Consultants and Tenants
Policy Owner:	Director, Financial Services and Treasurer
Approved by:	City Manager
Effective Date:	November 1, 2021
Date of Last Revision:	New Policy
Review Date:	1 year from date of last review
Policy Status:	New Policy

PURPOSE:

To set out the City of Richmond Hill's requirements related to COVID-19 vaccination for all contractors, and consultants working for the City and for tenants using City facilities.

POLICY PRINCIPLES:

The City of Richmond Hill is committed to providing a healthy and safe workplace for its employees and the residents it serves. The most effective way to reduce the health and safety risk posed by COVID-19 is to set out to eliminate, as much as possible, its potential presence in the workplace and City facilities. Vaccination, along with other public health measures such as masking, physical distancing, hand hygiene and enhanced cleaning are important steps in reducing the risk of exposure to COVID-19.

This policy is a temporary measure to reduce the risks of the hazards of COVID-19 and may be amended as new public health directives and/or provincial or federal legislation, regulations and/or orders are formalized. Any such directives, legislation, regulations or orders shall take precedence until such time as this policy may be amended to conform to the new requirements.

DEFINITIONS:

"City" means the City of Richmond Hill.

"contractor" means a person or business that undertakes a contract to provide goods or services to the City under terms specified in a contract, which for greater certainty, includes any consultant, as well as their subcontractors and subconsultants.

"COVID-19" means the infectious disease caused by the coronavirus identified as SARS-CoV-2.

"fully vaccinated" means having received the full series of a Canada-approved COVID-19 vaccine at least 14 days ago

"tenant" means any person or business that leases or licenses space in any City facility.

"vaccine" means a federally approved substance used to fight against COVID-19 virus.

"workplace" means any municipal facility, land, premises, vehicle, location or thing at, upon, in or near which the employee works, and does include an employee's home while the employee is working from home.

“worksite” means any outdoor location deemed to be a City workplace, such as a park, construction site, parking lot, roadway etc.

SCOPE:

This Policy applies to all contractors and consultants working for the City and tenants that lease or license space in any City facility.

POLICY

1. Vaccinations

Effective November 1, 2021, all consultants, contractors, tenants and staff of tenants who have sustained or regular in-person interaction with employees or members of the public are required to be vaccinated against COVID-19.

2. Proof of Vaccination

All consultants, contractors, tenants and staff of tenants are required to show proof of vaccination upon entry to any indoor City facility.

3. Accommodation

Staff of tenants and contractors who are unable to be fully vaccinated for a medical reason only, must provide a written document from a physician or nurse practitioner that includes: the name and contact information of the physician or nurse practitioner who wrote the note (e.g. phone number and address); a logo or letterhead identifying the physician or nurse practitioner; a statement that there is a medical reason for the individual’s exemption for being fully vaccinated against COVID-19; and the time period for the medical exemptions.

4. Health and Safety Protocols

All consultants, contractors, tenants and staff of tenants entering City indoor facilities are expected and required to continue to comply with all applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to: compliance with established workplace access controls (screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in City business.

ROLES AND RESPONSIBILITIES:

Director of Financial Services and Treasurer:

- Develop and maintain a COVID-19 Vaccination Policy for Contractors.
- Provide guidance to City staff in the implementation of this Policy.
- Ensure City staff that work with contractors, consultants and tenants are aware of and inform such groups of the Policy requirements.

Directors and Managers:

- Ensure contractors, consultants and tenants are aware of this Policy.
- Provide guidance to all staff regarding implementation of this Policy.

Contractors/Consultants/Tenants:

- Ensure that all individuals for whom they are responsible that have sustained or regular in-person interaction with employees or members of the public are vaccinated against COVID-19 or have a valid medical exemption.
- Ensure that all individuals sent to City facilities that will have sustained or regular in-person contact with employees or members of the public provide vaccination disclosure as required upon entry to these facilities.
- Ensure that all individuals for whom they are responsible follow all COVID-19 health and safety protocols.

RELATED DOCUMENTS:

N/A