



Policy #GG-018

Policy Title: COVID-19 VACCINATION POLICY

Policy Objective	The Town of Strasbourg is committed to taking every precaution reasonable and justifiable for the protection of the health and safety of its employees, volunteer firefighters, Council, and general ratepayers from the hazards of COVID-19 within Town facilities.
Authority	Resolution #202/2021
Supporting Bylaw	n/a
Related Policy	n/a

This policy shall supersede any previous policy passed by the Town of Strasbourg Council.

Legislative Authority:

Government of Saskatchewan Ministry of Health Public Health Order for Proof of Vaccination or Negative Test - September 30, 2021

The Saskatchewan Employment Act

General duties of employer

3-8 Every employer shall:

- (a) Ensure, insofar as is reasonably practicable, the health, safety, and welfare at work of all the employer's workers.

Definitions:

- a. **Administrator** - The person appointed as Administrator pursuant to Section 111 of *The Municipalities Act*.
- b. **Contractor** - Contracted employees working in Town facilities that are open to the public, such as janitors and maintenance personnel.
- c. **Council** - The Mayor and Councillors of the Town elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- d. **COVID-19** - A highly contagious respiratory disease caused by the SARS-CoV-2 virus.
- e. **COVID-19 Test** - Any of the following paid tests administered at a testing site approved by the Minister of Health, as posted on the Government of Saskatchewan's website and as updated from time to time, namely:
 - i. A polymerase chain reaction (PCR) test for SARS-CoV-2;
 - ii. A point-of-care antigen test for SARS-CoV-2; or
 - iii. Any other test for SARS-CoV-2 approved by the Minister of Health.
- f. **Employee** - All full-time, part-time, seasonal, and casual Town of Strasbourg employees including administration, public works, and museum, facility contractors, and Strasbourg & District Fire & Rescue (SDFR) members.
- g. **Fully-vaccinated** - With respect to an individual who resides in Saskatchewan or who resides in another jurisdiction, means:
 - i. That the individual has received the recommended number of doses of a COVID-19 vaccine, or combination of COVID-19 vaccines, approved by Health Canada; and
 - ii. Fourteen or more days have passed since the individual received the last of the recommended number of doses.

- h. **Personal Identification** - One of the following:
 - i. A driver's licence issued by a government of a province or territory of Canada and including a photograph of the holder;
 - ii. A government (Saskatchewan or other) issued identification card, including health card;
 - iii. A birth certificate, or a copy of a birth certificate, issued by a government of a province or territory of Canada;
 - iv. A certificate of Indian Status;
 - v. A Metis Nation Saskatchewan citizenship and identification card;
 - vi. A passport attesting to citizenship or other national status, issued by a government of any jurisdiction, that includes a photograph of the holder;
 - vii. A permanent resident or citizenship card; or
 - viii. Any other form of identification, issued by a government of any jurisdiction that includes a photograph of the holder.
- i. **Proof of Vaccination** - One of the following:
 - i. A wallet card received at the time of immunization;
 - ii. A printed copy of a MySaskHealthRecord vaccine certificate, with or without a QR code;
 - iii. A screenshot of a MySaskHealthRecord vaccine certificate, with or without a QR code;
 - iv. A COVID-19 vaccine printout from Saskatchewan Health Authority, Public Health;
 - v. A QR code/MySaskHealthRecord vaccine certificate uploaded to SK Vax Wallet;
 - vi. A type of proof, whether electronic or in writing, that is issued
 - (a) by the government of Canada or a province or territory of Canada; or
 - (b) by any other government of another jurisdiction.
- j. **Strasbourg & District Fire & Rescue (SDFR)** - Volunteer fire department and all its approved members.
- k. **Town** - The Town of Strasbourg.

Policy:

1. PURPOSE

1.1 The purpose of this policy is to reduce the risks of COVID-19 in the workplace, including Town-owned facilities as well as other public places and private residences, and to provide a safe environment for employees, contractors, firefighters, Council, and the public.

1.2 COVID-19 is a highly contagious communicable disease. It is indicated by federal and provincial health authorities that 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 and to reduce the chances of individuals experiencing severe symptoms should they contact COVID-19. Individuals who are not vaccinated thus pose a greater risk to their personal health and the safety of those around them.

1.3 This policy applies to all Town of Strasbourg employees, contractors, Council, and volunteer members of the Strasbourg & District Fire & Rescue (SDFR).

2. RESPONSIBILITIES

2.1 All levels of management, including the Council, the Administrator, and the Fire Chief, shall be responsible for the administration of this policy.

3. EMPLOYEE PROCEDURE

3.1 All employees, including contractors, shall indicate their vaccination status to the Administrator prior to October 20, 2021 and comply with one of the following:

- a. Present their Proof of Vaccination to confirm that they are fully vaccinated against COVID-19.
 - b. In the case where the person does not indicate they are fully vaccinated and/or does not provide Proof of Vaccination or chooses not to disclose their vaccination status, the person agrees to provide a negative COVID-19 test every 72 hours.
- 3.2 The Administrator shall indicate their vaccination status to the Council prior to October 20, 2021 and comply with one of the following:
- a. Present their Proof of Vaccination to confirm that they are fully vaccinated against COVID-19.
 - b. In the case where the Administrator does not indicate they are fully vaccinated and/or does not provide Proof of Vaccination or chooses not to disclose their vaccination status, the Administrator agrees to provide a negative COVID-19 test every 72 hours.
- 3.3 All volunteer Strasbourg & District Fire & Rescue (SDFR) members shall present their Proof of Vaccination to confirm that they are fully vaccinated against COVID-19 to the Fire Chief prior to October 27, 2021. Proof of negative COVID-19 tests will not be acceptable for the volunteer members.
- 3.4 The Town will not be responsible for obtaining/paying for any rapid test kits, nor pay for any COVID-19 tests as required by this policy for any employee, contractor, or Council member.
- 3.5 Should a person's vaccination status change and/or the person chooses to disclose their vaccination status, they shall inform the Administrator at their earliest convenience.

4. CONFIDENTIALITY

- 4.1 All personal information, including personal health information, will be safeguarded in accordance with applicable Town of Strasbourg policies in compliance with applicable privacy legislations. All health information will be used to verify compliance with this policy and will not be retained. A list of verified individuals will be kept at the Town Office.

5. CONSEQUENCES OF NON-COMPLIANCE

- 5.1 Employees who do not comply with this policy may be subject to discipline, up to and including dismissal.
- 5.2 Volunteer firefighters who do not comply with this policy will be not be able to attend fire training or attend fire scenes, which may result in eventual removal from the SDFR.

6. COUNCIL MEETING PROCEDURE

- 6.1 Any person 18 years of age or older who desires to attend an in-person meeting of the Council shall furnish the following as a condition of entry to the meeting place, namely:
- a. One piece of personal identification; and
 - b. Proof that the person:
 - i. is fully-vaccinated against COVID-19; or
 - ii. has received a negative COVID-19 test administered within the previous 72 hours.
- 6.2 If a person 12 to 17 years of age who desires to attends an in-person meeting of the Council and is accompanied by a person over the age of 18 years of age who has

provided the personal identification required by subsection 6.1, then the person 12 to 17 years of age is not required to provide any personal identification.

6.3 A person shall not enter the room in which the meeting of the Council is to be held or is being held without providing the information required by subsection 6.1.

6.4 Anyone who provides any information to satisfy a requirement pursuant to this section shall ensure that the information is complete and accurate.

6.5 If a person needs to attend a Council meeting to speak to a matter which affects their rights or interests (i.e. a discretionary use application), the Town will offer them an alternative to attending in-person, such as Zoom or conference call, if they do not wish to adhere to this policy.

6.6 After proof of vaccination has been shown once, the Administrator will compile a log of previously verified people for use at subsequent meetings.

7. STRASBOURG MEMORIAL HALL PROCEDURE

7.1 Any person 18 years of age or older who desires to attend any event or meeting at the Strasbourg Memorial Hall shall furnish the following as a condition of entry to the facility, namely:

- a. One piece of personal identification; and
- b. Proof that the person:
 - i. is fully-vaccinated against COVID-19; or
 - ii. has received a negative COVID-19 test administered within the previous 72 hours.

7.2 If a person 12 to 17 years of age who desires to attend the Strasbourg Memorial Hall and is accompanied by a person over the age of 18 years of age who has provided the personal identification required by subsection 7.1, then the person 12 to 17 years of age is not required to provide any personal identification.

7.3 A person shall not enter the Hall in which the event or meeting is being held without providing the information required by subsection 7.1.

7.4 Anyone who provides any information to satisfy a requirement pursuant to this section shall ensure that the information is complete and accurate.

7.5 These requirements are in force for anyone using the Upper Hall, the Lower Hall, the Seniors Centre, and the Lions Den. This excludes the Parkland Regional Library, as vaccine requirements are not required for provincial libraries at this time.

7.6 For ongoing usage of the Hall with the same people attending meetings and events, after proof of vaccination has been shown once, the Administrator will compile a log of previously verified people for use at subsequent meetings and events.

7.7 For large-scale events that require at the door vaccination checks for several hours, the Town will provide a minimum of two (2) vaccination checkers at a cost of \$30/hour for the duration of the event. This cost will be passed along to the renter of the Hall and is in addition to the Hall rental amount payable to the Town.

8. STRASBOURG COUNCIL CHAMBERS PROCEDURE

8.1 Any person 18 years of age or older who desires to rent and utilize the Council Chambers shall furnish the following as a condition of entry to the Chambers, namely:

- a. One piece of personal identification; and
- b. Proof that the person:
 - i. is fully-vaccinated against COVID-19; or
 - ii. has received a negative COVID-19 test administered within the previous 72 hours.

8.2 If a person 12 to 17 years of age who desires to rent and utilize the Council Chambers and is accompanied by a person over the age of 18 years of age who has provided the personal identification required by subsection 8.1, then the person 12 to 17 years of age is not required to provide any personal identification.

8.3 A person shall not enter the Council Chambers without providing the information required by subsection 8.1.

8.4 Anyone who provides any information to satisfy a requirement pursuant to this section shall ensure that the information is complete and accurate.

8.5 After proof of vaccination has been shown once, the Administrator will compile a log of previously verified people for use at subsequent Council Chamber rentals.

9. STRASBOURG & DISTRICT MUSEUM PROCEDURE

9.1 Any person 18 years of age or older who desires to visit the Strasbourg & District Museum shall furnish the following as a condition of entry to the facility, namely:

- a. One piece of personal identification; and
- b. Proof that the person:
 - i. is fully-vaccinated against COVID-19; or
 - ii. has received a negative COVID-19 test administered within the previous 72 hours.

9.2 If a person 12 to 17 years of age who desires to visit the Museum and is accompanied by a person over the age of 18 years of age who has provided the personal identification required by subsection 9.1, then the person 12 to 17 years of age is not required to provide any personal identification.

9.3 A person shall not enter the Museum without providing the information required by subsection 9.1.

9.4 Anyone who provides any information to satisfy a requirement pursuant to this section shall ensure that the information is complete and accurate.

10. OTHER TOWN FACILITIES

10.1 Other Town facilities, including the Water Treatment Plant, the Town Public Works Shop, and the Strasbourg Fire Hall are off-limits to the public and are only accessed by approved Town employees.

11. REPEAL OF POLICY

11.1 This policy will no longer be effect when the Public Health Order passed September 30, 2021 by the Government of Saskatchewan requiring Proof of Vaccination or Negative Test is rescinded, as well as by approval from Town Council at the next regularly scheduled meeting after the Public Health Order repeal.