

POLICY: Covid Emergency Regulations		COUNCIL RESOLUTION: Resolution: October 12, 2021 Effective: December 1, 2021
DEPARTMENT: Administration	POLICY NUMBER: 2020 -12.0	Amended Date: Resolution: October 14, 2021

POLICY 13.0 – Covid Emergency Regulations

POLICY STATEMENT

The health and safety of Town employees and the community as a whole is a priority. The Town of Herbert is committed to taking every precaution reasonable and justifiable for the protection of the health and safety of its workplace and employees from the hazards of COVID-19.

PURPOSE

The purpose of the is 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 and the public alike.

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 in the workplace 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 safety of those around them.

SCOPE

This policy applies to:

- a) all Town of Herbert employees and staff including contractors, students, volunteers, fire and rescue squad members.
- b) All users of Town owned facilities including spectators

DEFINITIONS

2. "Employee" shall mean all Town of Herbert employees and staff including contractors, volunteers, fire and rescue squad members.
3. "Contractor" shall mean contractors working in Town facilities that are open to the public, such as janitors.
4. "Users of Facilities" shall include participants, visitors and spectators but does not include children 11 yrs and younger.

RESPONSIBILITIES

5. All levels of management shall be responsible for the administration of this policy.
6. Managers are expected to:
 - a) lead by example, and
 - b) ensure employees complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.
7. Employees are expected to:
 - a) follow all health and safety policies and protocols, and;
 - b) complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

PROCEDURES & GUIDELINES

8. Proof of Vaccination or Negative Test

All Town of Herbert employees, shall schedule a meeting with the Administrator prior to December 1, 2021, to indicate their vaccination status and comply with one of the following:

- a) Present their Proof of Vaccination to the Administrator to confirm that they are fully vaccinated against COVID-19. Proof of vaccination shall be one of the following:
 - i) A copy of a government issued vaccination card or vaccination certificate;
 - ii) A copy of a government email confirmation of vaccination status; or
 - iii) A government issued digital immunization record (including from a government website such as eHealth Saskatchewan.)
- 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 submit to weekly testing for COVID-19. The Town of Herbert shall provide rapid testing every Monday morning at 8:30 a.m. at the Herbert Town Office, unless otherwise notified by management. The Town of Herbert will provide rapid test kits to the Herbert Sports Complex.

9. Change in Vaccination Status

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.

10. Collection of Information and Privacy Considerations

All personal information, including personal health information, will be safeguarded in accordance with applicable Town of Herbert policies in compliance with applicable privacy legislations. All information will be used to verify compliance with this policy and will not be retained as part of the personnel file.

11. Consequences of Non-compliance with Policy

Employees who do not comply with this policy may be subject to discipline, up to and including dismissal.

- 12. Sports Complex** Except as hereinafter set out, all users of facilities, including the Sports Complex, shall provide proof of vaccination or a negative Covid-19 test result taken within the last 7 days prior to entering the facility. This shall not apply to youth between the ages of 12 and 18 as long as the said youth are participating in a sporting event. At the conclusion of the sporting event, the said youth must either provide proof of vaccination or negative Covid-19 test result or leave the facility