

November 1, 2021

Mayor Brown & Members of Council
Town of Orangeville
87 Broadway
Orangeville, ON
L9W 1K1

Dear Mayor Brown and Members of Council,

The OBIA Board of Management is in receipt of the letter from Karen Landry, Town Clerk dated October 22nd, 2021, along with the Town of Orangeville's Corporate Covid-19 Vaccination Policy. As per the request made in the letter, the OBIA's Covid-19 Vaccination Policy is enclosed. The OBIA is also in receipt of the Town of Orangeville's COVID-19 Vaccination Policy for Members of Council, Local Boards and Committees and the Board has been informed of the policy. The OBIA Board applauds Council's commitment to protecting its members and Town staff in situations that could put them at risk of contracting or spreading Covid-19 while performing their in-person duties.

The OBIA Board of Management continues to conduct all Board meetings virtually to protect its volunteer Board members from the risks associated with Covid-19 while they are volunteering their time. While there is a risk of contracting or spreading Covid-19 in-person, volunteers who only participate in virtual meetings are at no risk of contracting or spreading Covid-19 during these meetings, regardless of their vaccination status. Further, requiring remote volunteers to provide proof of vaccination creates an unnecessary burden on volunteers.

As there is no risk of volunteers contracting or spreading Covid-19 during virtual meetings, the OBIA Board respectfully requests that Council reconsider its policy as it relates to requiring volunteer Local Board and Committee members to be vaccinated if they are only participating remotely. Dedicated volunteers are often in short supply, and the Town of Orangeville's COVID-19 Vaccination Policy for Members of Council, Local Boards and Committees puts an undue burden on volunteers who are sharing their time and expertise virtually as well as the Boards and Committees they support.

Sincerely,



Alison Scheel
OBIA General Manager

Vaccination Policy for Staff and Volunteers

Version 1.0

October 2021

Background

On September 1st, 2021, Dr. Matthew Tenenbaum, Associate Medical Officer of Health, Wellington-Dufferin-Guelph Public Health recommended that local employers address the need for a workplace vaccination policy to protect their workers and the public from COVID-19.

Employers have an obligation to maintain a safe work environment for their workers under Ontario's Occupational Health and Safety Act. Workplace policies are required to help protect workers and the public from possible COVID-19 transmission, and to provide clarity for all staff members on how a workplace is taking steps to prevent transmission.

On October 15th, the Town of Orangeville announced their vaccination policy. All staff, contractors, students, and workers who have in-person interaction at Town Hall are required to be fully vaccinated unless exempt. Exemptions will be made in accordance with the Town's Accommodation Policy for grounds protected by the Ontario Human Rights Code which includes confirmed medical reasons, creed, and exceptional circumstances. Proof of vaccine, or letter declaring medical exemption, must be provided before December 31st, 2021.

Terminology

OBIA – Orangeville Business Improvement Area

Vaccine – Any Health Canada approved vaccine for the COVID-19 virus, including any new vaccines that may be approved after the approval of this policy

Fully vaccinated – An individual is considered fully vaccinated 14 days after two doses of any Health Canada approved vaccine. Should Health Canada update this definition, this policy will follow the most up to date guidelines from Health Canada.

Unvaccinated – An individual is considered unvaccinated if they have not received two doses of a Health Canada approved vaccine, or if they are within the 14-day period of receiving their second dose.

WDG Public Health – Wellington-Dufferin-Guelph Public Health

In-Person Staff – full time, part-time, casual, seasonal, contract, and temporary employees who execute some or all of their duties in person at the OBIA office or other off-site locations.

Scope

This Policy applies to all Orangeville Business Improvement Area's in-person staff.

Vaccination

The Orangeville Downtown Business Area requires in-person staff to be fully vaccinated against COVID-19 unless otherwise exempt. All persons in roles outlined in the scope of this document will be required to provide proof of vaccination status or exemption to the OBIA General Manager by December 1st, 2021. All information provided will be treated with the utmost care and will be kept confidential.

Individual Exemption

The OBIA acknowledges its obligation under the Ontario Human Rights Code and will accommodate as appropriate individual exceptions based on medical, creed, and exceptional circumstances submitted in writing by December 1, 2021. Each case will be managed on an individual basis and with the utmost confidentiality. Those individuals with medical reasons must provide signed documentation from doctor or nurse practitioner. The document will clearly outline the following:

- a. That the person cannot receive any COVID-19 vaccines due to medical reasons.
- b. The accommodation being sought.
- c. The expected time-period that the person will remain unvaccinated.

Regular Testing

Starting December 1st, 2021, **unvaccinated** in-person staff who are required to work some or all of their shift on site, at the OBIA office or any other site, for the purposes of meetings or other work and for any period of time, are subject to mandatory PCR testing within 2 hours of being on-site. Test kits will be provided at the OBIA's expense; however, this policy is subject to review with 30 days' notice.

In the event the test is **positive**, the staff member who tested positive must isolate at home immediately and schedule a COVID-19 test with a local testing facility and follow the required steps as outlined by WDG Public Health and the province of Ontario.

Future Employee Contract Requirements

All future in-person staff will be required to be fully vaccinated against Covid-19 as a condition of their employment.

Accountability

OBIA Management are accountable for this policy and will periodically review and update this document as required to ensure its compliance with Ontario regulations.

All staff are required to comply with the policies and procedures as outlined within this policy. Failure to do so will result in disciplinary action, including possible termination of contract or position.

Due to the ever-changing nature of the COVID-19 pandemic, this policy and procedure are subject to change at any time and with short notice to comply with the latest regulations from the applicable health authorities, the Ontario government, and the Canadian government.

Board approval/Effective Date

October 21, 2021