

**Georgina Public Library**  
**Special Library Board Meeting**  
**Agenda**  
**September 30, 2021 @ 7:00 p.m.**  
**Zoom**

1. Call to Order
2. First Nations Acknowledgement Statement

“We would like to begin today’s meeting by acknowledging that the Town of Georgina is located over lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples and thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship.”

3. Roll Call
4. Approval of the Agenda
5. Declarations of Pecuniary Interest
6. New Business
  - a. Town of Georgina’s Vaccination against Covid-19 policy

**Recommendations:**

1. That the Georgina Public Library Board adopt the Town of Georgina’s Vaccination against Covid-19 Health & Safety Policy

7. Closed Session - None
8. Adjournment
9. Next Meeting Date /Time

October 21, 2020 @ 7:00pm

# Georgina Public Library Board Policy Manual

## Policy Title: Vaccination against Covid-19

### ***Intent***

Georgina Public Library acknowledges its responsibility to provide and maintain a safe and healthy environment for our staff and the community members we serve. With that goal in mind, Georgina Public Library adopts the Town of Georgina's Vaccination against Covid-19 Health & Safety policy.

If it is determined that additional precautions are necessary, Georgina Public Library may decide to deploy new measures to protect employees and the public from COVID-19, and may amend this policy accordingly and/or communicate the required precautions to impacted employees.

For the purpose of this policy, reference to the "Town" shall be read to also mean "Library" or "Employer".

Attachment: Town of Georgina Vaccination against Covid-19 Health & Safety Policy



Vaccination Policy -  
FINAL 09.27.2021.pd

POLICY HISTORY:	
Board Adoption:	September 30, 2021



## GEORGINA

### TOWN OF GEORGINA – Health and Safety Policy

Subject:	Vaccination against COVID-19
Procedure Reference:	Vaccination against COVID-19 (4 pages)
Recommended/Approved by:	Director, Human Resources
Contact Position for Information:	Health and Safety Pandemic Specialist
Effective Date:	September 27, 2021

#### Policy Statement:

The health and safety of Town of Georgina employees is a top priority. Vaccination is a key element in the protection of Town employees against the hazard of COVID-19.

#### Important Dates

Effective October 4, 2021, all eligible Town employees, volunteers, students and contractors who are not fully vaccinated must provide rapid testing results on a weekly basis.

Effective November 1, 2021, all eligible Town employees, volunteers, students and contractors must have the full series of doses required to be considered fully vaccinated against COVID-19.

Employees who require a medical exemption are expected to provide the Town with acceptable documentation.

Employees who do not comply with this policy will face progressive disciplinary action up to and including termination.

**TOWN OF GEORGINA – Health and Safety  
PROCEDURE**

Subject:	Vaccination against COVID-19
Procedure Classification:	TBD (4 pages)
Recommended/Approved by:	Director, Human Resources
Contact Position for Information:	Health and Safety Pandemic Specialist
Effective Date:	September 27, 2021

**Procedure Statement:**

The health and safety of Town of Georgina employees is a top priority. Vaccination is a key element in the protection of Town employees against the hazard of COVID-19. Therefore, all eligible Town employees, volunteers, students and contractors must have the full series of doses required to be considered fully vaccinated against COVID-19 by November 1, 2021.

**Scope:**

All Town of Georgina employees, volunteers, students and contractors are required to comply with this procedure.

**Definitions:**

**Vaccine:** A substance used to stimulate the production of antibodies and provide immunity against SARS-CoV-2(COVID-19)

**Vaccination status:** Identifies if a person is fully vaccinated, partially vaccinated, or unvaccinated for COVID-19.

**Fully Vaccinated:** The person is considered fully vaccinated if they have received:

- The required number of doses of a COVID-19 vaccine approved by Health Canada (e.g., both doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and
- Their final dose of the COVID-19 vaccine at least 14 days before providing the proof of vaccination status.
- Fully vaccinated may include any required booster shots as they are approved.

**Partially Vaccinated:** The person is considered partially vaccinated if they have received:

- A first dose of a two-dose COVID-19 vaccine approved by Health Canada; or
- A final dose less than last 14 days before providing the proof of vaccination status

**Unvaccinated:** The person is considered unvaccinated if they:

## Vaccination against COVID-19

### September 27, 2021

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- Are not fully vaccinated as defined above; or
- Are not willing to share their COVID-19 immunization status with the Town; or
- Have an approved medical exemption

**Proof of COVID-19 Vaccination Status:** The physical or electronic receipt provided by the Ministry of Health, which can be obtained by visiting [covid19.ontariohealth.ca](https://covid19.ontariohealth.ca), or the enhanced vaccination certificate available through a QR code once made available through the Province.

#### **Vaccination Procedure:**

1. Staff are required to provide proof of vaccination against COVID-19.
  - The Town requires all employees who are able, become fully vaccinated against COVID-19 and truthfully declare their vaccination status
  - Human Resources will validate the proof of vaccination, and confidentially maintain the record of employee vaccination status
  - Employees who request a medical exemption will be expected to provide the Town with acceptable documentation
  - Employees starting after November 1, 2021 are required to be fully vaccinated against COVID-19 as a condition of employment with the Town
  - Employees on an approved leave that began prior to November 1, 2021 are required to be fully vaccinated before returning to active employment
  - Staff who do not declare their vaccination status are considered unvaccinated for the purpose of this policy and procedure
2. Employees who are unvaccinated and who do not have an approved exemption, are required to participate in mandatory education session(s) approved by the Town.
  - An education session is required to be completed within 10 business days of being assigned, and proof of completion of the education course must be submitted to Human Resources
  - Employees are permitted to participate in the training session during regular work hours (i.e. compensated at straight time)
  - Failure to complete the education session will result in disciplinary action up to and including termination
  - Employees who have an approved medical accommodation are not required to participate in the mandatory education session
3. Employees who are not fully vaccinated are required to submit regular COVID-19 testing results.
  - Effective October 4, 2021, any staff not fully vaccinated against COVID-19 must provide weekly rapid testing results (valid within 72 hours) before being permitted to work

## **Vaccination against COVID-19**

### **September 27, 2021**

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- The Town of Georgina will cover the costs of rapid tests for employees with a valid medical exemption
  - Employees will be responsible for the cost of testing in all other circumstances
4. Employees who do not have all the required doses to be fully vaccinated, and who do not have an approved medical exemption will not be permitted to be at work effective November 1, 2021.
- Staff who have all of the required doses, but who have received their final dose after October 17, 2021 (i.e. less than 14 days prior to November 1, 2021) are required to continue providing weekly testing results until they are considered fully vaccinated
  - Staff who do not have all of the required doses, or who refuse to declare their vaccination status may elect to use accumulated vacation, lieu or an unpaid leave as of November 1, 2021
  - Effective January 1, 2022, staff who are not fully vaccinated and who do not have an approved exemption will face progressive disciplinary action up to and including termination
5. Contractors entering Town workplaces are expected to adhere to this policy and procedure and administer it amongst their own employees.
- Contractors entering Town workplaces are expected to ensure any worker entering a Town workplace adheres to this policy and procedure, unless under direction from the Province to be vaccinated sooner
  - The education session can be made available to contractors upon request
6. The Town reserves the right to amend or update this procedure as required based on changes in the COVID-19 pandemic, and/or due to public health advice and direction.

### **Roles and Responsibilities:**

#### **Employees**

- Remain informed about the importance of being vaccinated
- Declare vaccination status and provide proof of vaccination to Human Resources
- Provide proof of medical exemption requirements if not fully vaccinated
- Complete mandatory education if unvaccinated and not exempt
- Identify opportunities to become vaccinated through clinics or from health care professionals
- Continue to follow health and safety protocols to prevent the spread of COVID-19 regardless of vaccination status
- Maintain fully vaccinated status by obtaining any required boosters

**Supervisors**

- Ensure that employees are aware of the importance of being vaccinated
- Ensure that employees have declared their vaccination status to Human Resources, and regularly provide negative test results if not fully vaccinated
- Ensure that contractors entering workplaces as part of their contract administration duties comply with related health and safety policies and procedures

**Human Resources**

- Store and maintain confidential records
- Provide education for staff on the importance of being vaccinated
- Ensure that all staff comply with the terms of this procedure
- Provide entitlements in accordance with this policy and respective collective agreements where applicable

**References:**

- [O. Reg 577/21: Rules for areas at step 3 and at the roadmap exit step](#)
- [Questions and Answers](#)
- Questions and Answers Part Two
- [COVID-19 Vaccine Fact Sheet](#)

**Contact:**

Health & Safety Pandemic Specialist  
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