

Shaughnessy Heights United Church

COVID-19 Mandatory Vaccine Policy

Applies to: All SHUC employees and contractors

Administered by: Ministry & Personnel Committee

Authorization: Vision Council

Dec 14, 2021 - policy originally approved by SHUC Vision Council

Sept 27, 2022 - policy reviewed and extended to June 20, 2023 by SHUC Vision Council

Dec 19, 2023 - policy reviewed and extended to Dec 31, 2024 by SHUC Vision Council

Policy Statement

Shaughnessy Heights United Church (SHUC) is committed to providing a safe and healthy work environment and promoting the health and well-being of its employees, contractors, volunteers and all community members.

Safe and efficacious vaccines have been shown to be the most effective method of reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 and COVID-19 variants. As a result, this policy requires all employees and contractors of Shaughnessy Heights United Church to be fully vaccinated against COVID-19.

The purposes of this policy are to:

- a. Define the conditions in which employees and contractors are required to be fully vaccinated;
- b. Encourage full vaccination among SHUC employees and contractors so as to help keep all our employees, our Community of Faith and renters safe;
- c. Outline the consequences of non-compliance with the policy; and
- d. Ensure SHUC is in compliance with applicable laws.

Application and Scope

This policy applies to all employees and contractors regularly paid by SHUC.

This policy does not, and shall not be interpreted to, supersede or conflict with any current laws applicable to SHUC. For greater certainty, in the event that more stringent Vaccination and exemption requirements are prescribed by law, such more stringent provisions prevail over this policy.

This policy will be in full force and effect for the duration of time that COVID-19 is considered a public health concern by the Office of the Provincial Health Officer.

Definitions

"Fully vaccinated" for the purposes of this policy means in receipt of the full series of a Vaccine or a combination of Vaccines and boosters accepted by Health Canada and recommended by the Provincial Health Services Authority of British Columbia.

"Contractor" means a person who is not a SHUC employee but provides services to SHUC under a contract for services.

"SHUC Premises" mean any physical indoor space or outdoor grounds that are owned, leased, licensed, operated, or otherwise occupied by SHUC, or as otherwise determined by SHUC from time to time.

"Vaccination" and "Vaccinated" means inoculated with a Vaccine, and "Vaccine" means a COVID-19 vaccine accepted by Health Canada and recommended by the Provincial Health Services Authority of British Columbia.

Requirements

- All staff and contractors must be fully vaccinated, or request an exemption using the procedure set out below.
- All staff and contractors must confirm compliance by an email to the Chair of Ministry & Personnel.
- All staff and contractors must remain fully vaccinated while this policy remains in effect by obtaining any boosters as and when recommended by public health.

Responsibilities

Responsibilities of SHUC

- The administration of this policy.
- Maintain employee attestation information and other policy-related information in accordance with the *Personal Information Protection Act* (PIPA) and other applicable laws. This information will only be used by SHUC to the extent necessary for implementing and managing this policy, for administering health and safety protocols, and for infection and prevention control measures in the workplace, as set out in more detail on the attestation form.
- Receive and process requests for exemption from application of this policy in compliance with the relevant Human Rights Code, as necessary.
- Lead by example.

Responsibilities of all employees and contractors

- Follow all communicable disease health and safety policies and protocols. While Vaccines have been identified as the primary preventive measure to prevent illness from COVID-19 and reduce the risk of hospitalization and death, it is important to continue with our supplementary protocols, which include mask-wearing, physical distancing, handwashing, and self-monitoring of potential COVID-19 symptoms when recommended by the SHUC Safety Team.

Procedures

Support for Vaccinations

Employees and contractors requiring a vaccine appointment time during regular work hours will be allowed to use up to three paid hours to attend their appointment. You must notify your manager of time away from work during working hours.

New employees and contractors

Prospective employees and contractors will be advised about this policy by the Ministry & Personnel committee during the recruitment phase and the requirement that they be vaccinated will be incorporated into their offer letters as a condition of employment. Newly hired employees will be required to confirm compliance and be fully vaccinated prior to their first day of work.

Exemption application

Employees and contractors who cannot be fully vaccinated as a result of a medical condition or other ground protected by the British Columbia Human Rights Code may apply for an exemption from the requirement to be fully vaccinated. Exemption Requests must be initiated on the attestation form.

SHUC will assess the merits of the exemption request and consider accommodation options as appropriate on a case by case basis. SHUC reserves the right to request further information to verify the need for exemption and suitable accommodation options, and will collect only that information authorized under FIPPA.

Ongoing monitoring and assessment

SHUC will continue to closely monitor the COVID-19 pandemic and public health recommendations in light of the purpose of this policy to ensure it continues to optimally protect the health, safety, and well-being of employees and those we interact with. This policy will be amended accordingly in the event of any changes requiring additional preventive measures or fewer measures resulting from a reduction in COVID-19 health risks.

Consequence of non-compliance with Policy

Employees and contractors who do not comply with their obligation to be fully vaccinated and do not receive an exemption will be placed on an unpaid leave of absence. Employees and contractors who have been placed on an unpaid leave of absence will not be permitted access to any SHUC premises or permitted to conduct SHUC business at any non-SHUC premises. The unpaid leave of absence may continue up to a period of 90 days.

Employees and contractors will be eligible to return to work during the 90 day leave of absence if they become fully vaccinated.

Employees and contractors who are not fully vaccinated within the 90 day leave of absence may be subject to termination.

Review

This policy will be reviewed every year to ensure it is consistent with the current direction from the BC Public Health Authorities.