**COVID-19 VACCINATION POLICY**

**1. PURPOSE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Microboard/IF Agent Name) is committed to providing a safe working environment for our employees. Recently a [Provincial Health Office (PHO) Order](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-hospital-and-community-vaccination-status-information-preventive-measures.pdf) was released that requires all staff paid via CLBC contracts to be vaccinated in order to be hired and/or continue their employment. In order to comply with this order and keep our staff and \_\_\_\_\_\_\_\_\_\_ (individual) safe, we will be collecting vaccination status from our existing staff and requiring all staff, new and existing, to be fully vaccinated in order to continue working with \_\_\_\_\_\_\_\_\_\_\_\_\_.

**2. BACKGROUND**

On November 18, 2021 the PHO issued an Order requiring staff of CLBC funded service providers to confirm that they are fully vaccinated against COVID 19, or have a valid exemption, by January 14, 2022.

**3. SCOPE**

This Policy applies to all our employees, contractors, and any volunteers that support \_\_\_\_\_\_\_\_\_\_\_(individual’s name) and fall under the scope of the current provincial mandate.

**4. POLICY**

*A. Mandatory Vaccination*

All staff must provide \_\_\_\_\_\_\_\_\_\_\_(Microboard/IF Agent) with their proof of vaccination in the form of a provincial or federal vaccine card by December 3, 2021 - this will be verified via the BC Vaccine Card Verifier app.

In the case of an employee who has not yet been fully vaccinated, they will have until December 10,, 2021 to provide proof of first dose, and until January 14, 2022 to provide proof of their second dose.

*B. Accommodations*

Where an individual provides a valid medical exemption for having not received a COVID-19 vaccination, we will work with the individual to develop and implement an appropriate accommodation.

Medical exemptions must by granted by the PHO using the process described [here](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-exemption-guidelines-request-for-reconsideration.pdf). \_\_\_\_\_\_\_\_\_ (Microboard/IF Agent) does not have authority to grant any exemptions for unvaccinated staff or for any other persons covered by the terms of the PHO Order.

*C. Non-Compliance*

Any current staff member who does not have an exemption or pending exemption and who has not provided proof of vaccination before December 3, 2021 will be subject to the following:

* 1. The current staff member will be placed on unpaid leave of absence, effective December 3, 2021, up to January 14, 2022.
	2. If the current staff member receives their first dose of vaccine by no later than December 10, 2021, they may return to work after seven days have passed from receipt of that dose, provided that they continue to follow preventive measures as set out in our communicable disease prevention plan.
	3. Any current staff member that is permitted to return to work after their first dose must receive their second dose of vaccine between 28-35 days after their first dose in order to remain eligible to work.
	4. Staff who are eligible to return to work after receipt of their first dose, but don’t obtain their second dose of vaccine by January 14, 2022 will be placed on unpaid leave of absence and are subject to termination of employment.
	5. Current staff members who remain unvaccinated at the conclusion of the unpaid leave of absence period on January 14, 2022 are subject to termination.

**5. CONFIDENTIALITY**

The personal information collected under this Policy is collected solely for the purposes of: complying with applicable PHO Orders and related public health guidance and requirements; identifying risk and preventing the workplace transmission of disease; managing outbreaks; and, for related operational, employment and administrative purposes.

This information will be kept confidential and shared only on a need to know basis, or as requested and required by the PHO or CLBC. This information will be maintained separately from other employment records, and will be destroyed as soon as possible if there is no business, legal or operational need to retain them.