



Municipality of the County of Kings

COVID-19 Vaccination

Policy Category	Human Resources	Most Recent Amendment	April 5, 2022
First Council Approval	October 19, 2021	Future Amendment Date	September 2022

1. Purpose

The Municipality of the County of Kings believes in safeguarding the health and wellbeing of Members of Council, citizen appointees, employees, and members of the public. The Municipality of the County of Kings (the Municipality) recognizes the role COVID-19 vaccinations have in reducing risks of contracting and spreading SARS-CoV-2, and preventing severe illness, hospitalization, and death.

The Municipality recognizes its responsibility to adhere to all applicable occupational health and safety laws, human rights laws, privacy laws, and its duty to accommodate up to the point of undue hardship. The Municipality also recognizes its legal obligation to not discriminate against those individuals who have not received a COVID-19 Vaccine in accordance with this Policy for any reason protected by human rights laws.

2. Scope

This Policy applies to all Members of Council, citizen appointees to Committees of Council, and employees, whether casual, contract, full-, or part-time, of the Municipality of County of Kings. This Policy also applies to those individuals accessing municipal services, facilities, or programs.

3. Definitions:

- 3.1 **COVID-19:** the infectious disease caused by the SARS-CoV-2 virus as named by the World Health Organization.
- 3.2 **Essential Programs, Services, or Facilities:** matters essential to preserving life, health, public safety, and basic societal functioning; includes, but is not limited to, accessing permits, paying taxes or fees, and attending meetings of Council or committees.
- 3.3 **Non-Essential Programs, Services, or Facilities:** discretionary matters not related to preserving life, health, public safety, or basic societal functioning; includes, but is not limited to, recreation activities and social events.
- 3.4 **COVID-19 Test:** a test recognized by Nova Scotia Public Health as providing an acceptable means of detecting the presence or possible presence of SARS-CoV-2, such as a PCR test or a rapid antigen test.
- 3.5 **SARS-CoV-2:** severe acute respiratory syndrome corona virus 2 as named by the International Committee on Taxonomy of Viruses.
- 3.6 **Vaccine:** a biological preparation used to stimulate production of antibodies against an infectious disease.

4. Policy Statements

Requirements for Members of Council and Citizen Appointees

- 4.1 All Members of Council and citizen appointees to Committees of Council shall be required to be fully vaccinated against COVID-19 in accordance with Health Canada guidelines.

- 4.2 Members of Council and citizen appointees to Committees of Council shall provide proof of vaccination to the Chief Administrative Officer by way of showing their vaccination record.
- 4.3 In the event a Member of Council or citizen appointee to a Committee of Council is not fully vaccinated against COVID-19 in accordance with this Policy, they may be asked to provide proof of a negative COVID-19 Test result to the Chief Administrative Officer on the day of, or day immediately preceding, any scheduled meeting.

In the instance of meetings called with limited notice, time will be provided for COVID-19 testing before the meeting is called to order.

- 4.4 Members of Council and citizen appointees to Committees of Council may also be required to wear masks and practice physical distancing while attending any services, programs, or facilities of the Municipality. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations.
- 4.5 Should a Member of Council misrepresent their vaccination status or testing results, they shall be subject to provisions of the Council Code of Conduct and Policy ADMIN-01-012: Policy for the Investigation and Adjudication of Complaints under the Code of Conduct for Elected Municipal Officials.

Requirements for Employees

- 4.6 All employees shall be required to be fully vaccinated against COVID-19 in accordance with Health Canada guidelines.
- 4.7 Employees shall provide proof of vaccination to the Chief Administrative Officer by way of showing their vaccination record.
- 4.8 In the event an employee is not fully vaccinated against COVID-19 in accordance with this Policy, they may be required to provide proof of a negative COVID-19 Test result to the Chief Administrative Officer when deemed necessary by the Chief Administrative Officer.
- 4.9 Testing for employees shall be managed by the Municipality. Proof of COVID-19 Test results are considered valid for a period of no more than three days from the date received from the employee.
- 4.10 The Municipality shall provide adequate time during the working day for COVID-19 Tests to be administered.
- 4.11 Should an employee misrepresent their vaccination status or testing results, they shall be subject to corrective action as established in Policy HR-06-003: Employee Conduct.
- 4.12 Employees may also be required to wear masks and practice physical distancing. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations.

Requirements for Members of the Public

- 4.13 Members of the public accessing any Essential Programs, Services, or Facilities of the Municipality may be requested to wear a mask and practice physical distancing. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations.
- 4.14 Members of the public accessing any Non-Essential Programs, Services, or Facilities of the Municipality shall be required to be fully vaccinated and may be requested to wear a mask and practice physical distancing. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations.

Acceptable Vaccines & Proof of Vaccination

- 4.15 The Municipality shall consider an individual fully vaccinated 14 days after they have received the recommended Vaccine doses of any Vaccine or combination of Vaccine doses approved by Health Canada (currently two doses of one or more of the Pfizer, Moderna, or AstraZeneca Vaccines or a single dose of the Janssen (Johnson & Johnson) Vaccine). In the event that Health Canada requires or recommends that boosters of any of these Vaccines or other supplemental Vaccines are required, the Municipality shall provide notice to both (a) Council and citizen appointees, and (b) employees of any booster or supplemental Vaccine requirements.
- 4.16 Those Vaccines approved by another government and not duly approved by Health Canada shall not be considered acceptable.
- 4.17 Those subject to this Policy shall monitor their vaccination status to understand the extent of their immunity to COVID-19.

Duty to Accommodate and Human Rights Laws

- 4.18 The Municipality recognizes its duty to accommodate to the point of undue hardship any individual subject to this Policy that cannot be vaccinated, wear a mask, or be tested for COVID-19 for a reason protected by the *Nova Scotia Human Rights Act* and, upon request, shall engage in a collaborative process with the individual concerned to determine whether an accommodation is possible without undue hardship.

Confidentiality of Health Information

- 4.19 The Municipality shall not retain copies of vaccination records and shall only collect the minimal amount of personal health information possible to adhere to this Policy.

The Municipality shall maintain any personal information collected by cause of this Policy confidential in accordance with Part XX, *Municipal Government Act*.

- 4.20 This Policy shall be considered temporary, though fully in force until such time it is repealed by Council. This Policy is subject to revision or amendment in accordance with the evolving nature of the COVID-19 pandemic. This Policy shall remain in effect for only as long as it is required as to ensure the health and safety of Members of Council, committee appointees, and employees. Epidemiology and advice from Public Health shall inform any recommendation to repeal this Policy.

5. Responsibilities

- 5.1 Council will:
- 5.1.1 Ensure the Municipality has a current and comprehensive Policy addressing Vaccine and testing requirements for Members of Council, Staff, and appointees to Committees of Council;
 - 5.1.2 Monitor and report to Council and the Chief Administrative Officer on current public health concerns related to the COVID-19 pandemic;
 - 5.1.3 Consider rescinding this Policy in accordance with Public Health advice; and
 - 5.1.4 Review and amend this Policy as required.
- 5.2 The Chief Administrative Officer or their designate will:
- 5.2.1 Implement and administer this Policy;
 - 5.2.2 Maintain a confidential record of Members of Council, citizen appointees and employees who have provided proof of vaccination and take appropriate steps to ensure that COVID-19 testing requirements are met by any who have not provided such proof;
 - 5.2.3 Identify and propose revisions to this Policy;
 - 5.2.4 Develop and maintain a procedure for responding to any positive COVID-19 Test; and

5.2.5 Monitor and report to Council on current public health concerns related to the COVID-19 pandemic.

6. Amendments

Date	Amendments
October 2021	Creation of Policy
April 2022	Amendments to testing requirements.