

1.0 Statement

The Town of Mahone Bay is committed to providing a safe working environment for our employees, Council, and members of the public with whom we interact. Protective measures within the workplace are the responsibility of the employer. The purpose of this policy is to provide the Town's expectations and requirements of staff, Council, volunteers, and committee members with respects to COVID-19 vaccination requirements so as to protect all workers and the public we serve.

2.0 Scope

This Policy applies to all Town of Mahone Bay employees, Council, volunteers, and committee members regardless of workplace or worksite location, including those who are working remotely. This Policy does not apply to members of the public who are accessing Town services and programs however Town staff may require proof of vaccination status from members of the public in accordance with Provincial directives.

The Town may, at the discretion of the Chief Administrative Officer, apply this Policy to contractors who are working on Town premises.

3.0 Definitions

"Fully vaccinated" means receipt of 1 dose of a vaccine authorized as a 1 dose vaccine series such as Janssen plus 14 days, or 2 doses of a vaccine authorized as a 2 dose vaccine series such as Pfizer, Moderna or AstraZeneca plus 14 days, or a complete series of any other World Health Organization authorized series of COVID-19 vaccine such as Sinopharm or Sinovac plus 14 days. To demonstrate full vaccination an acceptable copy of the Nova Scotia COVID-19 Vaccination Record (or other acceptable record if vaccinated outside of Nova Scotia) must be produced.

"Not fully vaccinated" means no receipt of any vaccine dose or receipt of 1 dose of a vaccine authorized as a 2 dose vaccine series such as Pfizer, Moderna or AstraZeneca plus 14 days.

"Vaccine" means a vaccine against COVID-19 that has been approved by either the Public Health Agency of Canada or the World Health Organization.

4.0 Provisions

4.1. The Town of Mahone Bay will require all employees, Council, volunteers, and committee members to be fully vaccinated against COVID-19 and provide proof of

vaccination by February 28, 2022. Proof of vaccination records will be kept confidential and used only as required to administer the Policy.

4.2. Those who cannot be vaccinated based on an approved written medical exemption may request an exemption from the CAO, by providing the appropriate documentation from a qualified medical professional as determined by the Province of Nova Scotia. If the exemption request is accepted by the CAO, those people must participate in the Rapid Testing Program. At-home testing kits will be available at no cost to employees participating in the Rapid Testing Program.

4.3. Employees who fail to comply with the requirements of this policy by February 28, 2022 will be placed on an immediate unpaid leave of absence and may be subject to disciplinary action, up to and including dismissal. Volunteers - including volunteers with Societies operating on Town property and firefighters with the Mahone Bay & District Fire Department - who fail to comply with the requirements of this policy by February 28, 2022 will be placed on an immediate suspension. Council and Committee members who fail to comply with the requirements of this policy by February 28, 2022 will be prohibited from attending meetings in person.

4.4. Based on operational needs, positions vacated by the unpaid leaves of absence may be temporarily filled.

4.5. Vaccinations will be only one part of the employer's steps to maintain a safe workplace. The Town of Mahone Bay may continue to implement other measures, such as wearing a mask and physical distancing even if the Province discontinues those steps.



Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] November 25, 2021

Date of Passage of Policy December 14, 2021

Town Clerk

Date

