

UNVACCINATED INDIVIDUAL:

An individual who has not received any dose of COVID-19 vaccine and includes individuals who have received only one dose of COVID-19 vaccine, where the vaccine consists of two doses.

Exemptions

The employer may accommodate an employee's request for a vaccination exemption if they cannot be vaccinated for medically supported reasons.

Testing

Any testing required by the employer will be as follows:

- **Undergo a polymerase chain reaction (PCR) test two (2) times per week.**

Employees will provide the result of their PCR tests to their departmental contact. Testing must be completed outside of regular working hours and at the employee's expense.

Responsibilities

DEPARTMENTS

It is the responsibility of individual departments to:

- Ensure employee compliance with this policy, including collecting proof of vaccination.
- Ensure the fulfillment of the employer's obligation to accommodate, up to the point of undue hardship, an employee's accommodation needs.
- Deputy Ministers will determine, in consultation with the

Department of Justice and Public Safety and Treasury Board Secretariat, whether an accommodation would result in undue hardship.

EMPLOYEES

It is the responsibility of employees to:

- Provide proof of vaccination by December 17, 2021, or prior to employment start date for new employees.
- Follow public health guidance.
- Follow COVID-19 testing requirements, where applicable.

EMPLOYEES SEEKING EXEMPTIONS

It is the responsibility of an employee seeking an exemption to:

- Submit an exemption request to their immediate supervisor/manager, and/or the appropriate employer contact.
- Cooperate and participate in the exemption consideration process, which may include providing information and/or medical documentation.
- Comply with ongoing COVID-19 testing requirements, where applicable.
- When moving to a new position, inform the new immediate supervisor/manager of any existing approved vaccination exemption and/or testing requirements.

TREASURY BOARD SECRETARIAT (TBS)

It is the responsibility of the TBS to:

- Advise departments on the interpretation and application of this Policy.

- Assist departments in determining whether an accommodation would result in undue hardship and advise and provide assistance, as necessary, on other related matters.

On-site vendors, suppliers, contractors, volunteers

The employer will take the steps required for staff of any current vendors, suppliers, contractors or volunteers who regularly work alongside Provincial Government employees during normal business hours to follow the same vaccination or testing/masking requirements that apply to employees.

As of December 17, 2021, new vendors, suppliers, contractors and volunteers are expected to adhere to the same vaccination or testing/masking requirements that apply to employees.

Privacy Considerations

All proof of vaccination, requests for exemption, requests for accommodation, supporting documents and proof of COVID-19 test results will be collected, used, and stored in accordance with the employer's obligations pursuant to the **Access to Information and Protection of Privacy Act, 2015**.

Departments will maintain a current list of all employees who have shown proof of vaccination. Managers must ensure they receive regularly updated lists of their employees who have provided proof of vaccination.

Policy Adherence

Contravention of this Policy, given consideration to circumstances, will result in action being taken by the employer and may include absence from work without pay.