



Regional Municipality of Durham

Summary of New Hire COVID-19 Vaccination Requirements:

1. Statement

All new hires, students and volunteers are required to be fully vaccinated and submit proof of immunization against the COVID-19 virus, in accordance with the COVID-19 Vaccination Policy, as summarized below. Vaccination requirements are subject to bona fide medical and human rights exemptions pursuant to the Ontario *Human Rights Code (OHRC)* and sufficient proof of exemption, as determined by The Region of Durham (the “Region”), will be required.

2. Definitions

The following definitions should be considered when reading this new hire summary:

Approved vaccine

A COVID-19 vaccine approved for use by Health Canada and/or listed for emergency use by the World Health Organization.

New hire

For the purpose of this new hire summary, the definition of a new hire also includes students and volunteers, including those rehired with the Region on or after September 20, 2021, regardless of the COVID-19 vaccination policy in place at the time of previous employment/placement.

Interval

The space of time recommended by the Ministry of Health between dosages.

Fully vaccinated or vaccinated

For the purpose of this policy, an individual is considered fully vaccinated or vaccinated when they have received the required number of doses of a COVID-19 vaccine, or a combination of COVID-19 vaccines approved by Health Canada and/or the World Health Organization at the correct interval; in addition to getting any required subsequent booster dose(s) in future.

Proof of immunization

Documented evidence in the form of an enhanced vaccine certificate with QR Code verifying receipt of a completed COVID-19 vaccination series (i.e. confirmation of being fully vaccinated) issued by the Ontario Ministry of Health, or other province or territory, or international equivalent including your name, date of birth, date(s) vaccination(s) administered, vaccination product(s) and the number of doses received.

3. Summary of requirements

- 3.01 All new hires must be fully vaccinated as a condition of employment and must be in compliance with the COVID-19 Vaccination Policy when they sign-back their offer of employment. Proof of immunization, in the form of a QR Code, must be submitted **with** their signed offer of employment.
- 3.02 New hires working in long-term care homes have an additional obligation to comply with the Long-Term Care COVID-19 Immunization Management Policy – PAN-09-09 which may have enhanced compliance criteria and a different clearance process.
- 3.03 Timelines applicable to sign-back offers of employment will not be extended for new hires to achieve compliance with the policy. Failure to provide the QR Code or substantiate a medical, religious, or other human rights exemption pursuant to the Ontario *Human Rights Code* (OHRC) will result in the offer of employment being rescinded.
- 3.04 New hires seeking an exemption pursuant to the *OHRC* must submit documentation/evidence satisfactory to the Region to substantiate the request for review and evaluation to Human Resources, **with their signed offer of employment**, as per the following:
- A new hire who is unable to obtain a COVID-19 vaccine(s) as a result of a protected ground (non-medical) as identified by section 5 of the [OHRC](#), as may be amended from time to time, shall be required to submit a completed COVID-19 Vaccination Creed and Religious Exemption Form or a General Exemption Form, as provided in their offer package, to Human Resources confirming: 1) the reason for the exemption, including the protected ground(s) they are invoking; **and** 2) supporting information/documentation as outlined on the applicable exemption form to validate the exemption. The applicable exemption form must be completed in its entirety and each question answered in full for internal review. Incomplete forms will not be considered and may result in the offer of employment being rescinded.
 - In the case of a medical exemption, a submitted QR Code indicating that a medical exemption has been granted by a public health unit is required to be submitted as proof of exemption. If the medical exemption granted is time limited, the QR Code will indicate how long the exemption will last. Once the time limit on the medical exemption has expired, the individual has up to 60 days, in consideration of the recommended interval between vaccination doses, to become fully vaccinated in compliance with this policy. Failure to do so will result in termination of employment. If an extension of the medical exemption is required, the individual must have all the required documentation submitted by their medical practitioner for review, in advance of the expiry date, through public health. The individual will submit a new QR Code with an updated expiration/review date within seven days of the previously submitted QR Code expiration date.
- 3.05 The Region will conduct an individual assessment of non-medical exemption requests related to this policy. The effective date of hire may need to be adjusted to accommodate adjudication prior to starting employment. If the request for an exemption is not substantiated the offer of employment will be rescinded.