



Regional Municipality of Durham

Corporate Policy and Procedures Manual

Title: COVID-19 Vaccination Policy - Contractors	
Approved by: Chief Administrative Officer and Department Heads	Page number: 1 (of 7)
Issued: October 14, 2021	Revised:
Responsibility: Corporate Services – Legal Services, Finance – Purchasing and all Management	
Section: Purchasing By-Law 16-2020	

1. Policy statement

The Region of Durham (the “Region”) has an obligation pursuant to the Ontario *Occupational Health and Safety Act* to take every reasonable precaution to ensure a safe workplace and to protect its workers. The Region is committed to protecting the health and safety of our employees, clients and members of the public. As COVID-19, including the highly contagious Delta variant, continues to spread within Ontario and the community, especially among the Unvaccinated population, it is a public health imperative that the population gets vaccinated as vaccinations are one of the most effective ways to protect individuals, co-workers, and the community.

To help provide protection and minimize the transmission of COVID-19 within the workplace and in the community, all Regional Contractors are required to send Fully Vaccinated individuals to work on Regional contracts where there will be in-person interaction with Regional employees or members of the public. In addition, a Contractor performing work for the Region is required to have a Workplace Vaccination Policy in effect for its workforce.

All other health and safety protocols will remain in place to prevent the spread of COVID-19, including, but not limited to: COVID-19 screening, using and maintaining personal protective equipment, maintaining physical distancing, wearing appropriate face coverings, practicing proper hand hygiene, disinfection protocols, and any other public health measures or divisional protocols.

It is understood that the provincial and regional approach to reducing the spread of COVID-19 continues to remain fluid and evolving. As such, this policy may be subject to amendment from time to time as required.

2. Purpose

The purpose of the policy is to provide protection to Regional employees working with Contractors, members of the public who come in contact with Contractors and to reduce the spread of COVID-19. This policy will educate Contractors to receive the vaccine promptly, ensuring that we have a safer work environment and to provide protection to the community. This policy will outline the requirements that must be met for a contracted worker to be considered to have full vaccination status and to be able to work on Regional contracts.

3. Definitions

The following seven definitions should be used when reading this policy:

Approved Vaccine

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

Contractor

Includes any company or organization that has an agreement to provide services to the Region, either directly or as a subcontractor, who have in-person interaction with Regional employees in the performance of the work under the agreement.

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.

Partially Vaccinated

Individual has not received the required number of doses of an approved COVID-19 vaccination series or has received the vaccine(s) at the incorrect interval.

Unvaccinated

Individual has not received any doses of a COVID-19 vaccine.

Workplace Vaccination Policy

Means a policy implemented by the Contractor for its workforce, in-line with current public health guidelines and recommendations.

4. Procedures

- 4.01 The Region requires Contractors to provide a written attestation that the individuals assigned to work on Regional contracts who have in-person contact with Regional employees or members of the public have been Vaccinated.
- 4.02 The Region requires Contractors to provide a written attestation that it has a Workplace Vaccination Policy in effect for its workforce.
- 4.03 The attestations required in 4.01 and 4.02 will be provided by the signing authority for the Contractor completing the Health and Safety Practice Form.
- 4.04 All individuals assigned to Regional work by Contractors, who have or will have in-person contact with Regional employees or members of the public, are required to be Fully Vaccinated by November 15, 2021. A signed confirmation is to be returned to the Region no later than November 15, 2021.
- 4.05 Contractors who do not comply with this policy may be subject to the Region exercising its available contract remedies, up to and including termination of the contract.

5. Roles and responsibilities

5.01 Contractor is responsible for attesting to its compliance with this policy by November 15, 2021.

5.02 Divisional Contract Administrators and Project Managers:

- Ensure that Contractors have attested to compliance with this policy, specifically the requirements under section 4.03 above. Avoid gathering personal health information of individuals performing contracted work to confirm compliance with this policy.

6. Application

This policy applies to contracts and Contractors, including subcontractors, who have in-person interaction with Regional employees or members of the public in the performance of work under the contract.

Individuals who are performing contracted work and who are required to be vaccinated as per the Provincial Health Minister's directive have an additional obligation to comply with vaccination policies pertaining to their specific locations and/or professions/groups pursuant to legislation (i.e. paramedic services, children's services, long-term care and population health).

7. Related information

- Corporate Policy and Procedures Manual including the following four policies:
 - COVID-19 Screening Policy
 - Face Covering Policy
- *Occupational Health and Safety Act*