



## Eastern Synod Office Vaccination Policy

The purpose of this policy is to outline expectations with regard to COVID-19 immunization of employees, contractors, volunteers and visitors when physically present in the Eastern Synod office.

Contingent upon vaccine availability and unless medically contraindicated, it is the expectation that all eligible employees, contractors, volunteers and visitors are fully vaccinated against COVID-19 (i.e. against infections caused by SARS-CoV-2).

This policy is aligned with the employer's general duty under the *Occupational Health and Safety Act* to take every reasonable precaution to protect its workers (broadly defined) and the responsibility to assess the workplace for risks, including that of COVID-19 transmission.

This policy is applied in accordance with the *Ontario Human Rights Code*, *Occupational Health and Safety Act* and any other applicable legislation.

Regardless of how often or how much time is spent in the Eastern Synod office, this policy applies to:

- Employees
- Contractors
- Volunteers
- Visitors

Effective November 1, 2021, all employees, contractors, volunteers and visitors will be required to provide one of the following:

1. Proof of COVID-19 vaccine administration as per the following requirements:
  - a. If the individual has only received the first dose of a two-dose COVID-19 vaccination series approved by Health Canada, proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose; or
  - b. Proof of all required doses of a COVID-19 vaccine approved by Health Canada
2. Written proof of a medical reason provided by either a physician or nurse practitioner that sets out:
  - a. That the person cannot be vaccinated against COVID-19; **and**
  - b. The effective time period for the medical reason (i.e. permanent or time-limited)

Employees, contractors, volunteers and visitors who cannot be vaccinated for medical reasons (as per 2 above), may be subject to additional requirements such as COVID-19 testing, redeployment, personal and public health protective measures, work exclusion/leave of absence, termination, or any further measures that may be deemed necessary based on the assessment by the employer of factors including for example, the work/role of the individual, the type of workplace, local epidemiology, etc., and in consideration of the duty to accommodate, as applicable.

This policy may change as the status of the pandemic changes and/or legislation or public health advice changes.

**Policy Exceptions:**

Exceptions are anticipated to be rare and can be made at the discretion of the Bishop and/or Director of Finance and Administration. Exceptions must be documented, maintained in a file and available for review by the Health and Safety representative.

Key contact for questions: Director of Finance and Administration

*Adopted: Eastern Synod Officers – October 2021*