

COVID-19: Vaccination Policy for Contractors

1. Policy statement

The City of Oshawa (the “City”) 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 employees. The City is committed to protecting the health and safety of our employees. As COVID-19, including the highly contagious Delta and Omicron variants, 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, City Contractors are required to send Fully Vaccinated individuals that will enter City facilities or structures in the course of the contracted services. 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, Regional and Municipal 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 City employees working with Contractors, including subcontractors, and 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 the City has 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 City contracts.

City contractors for certain City branches may have obligations in addition to this policy under branch-specific policies regarding COVID-19 vaccination or under regulations, legislation or guidelines that are applicable to them.

3. Definitions

The following 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.

Contractor

Includes any company or organization that has an agreement to provide services to the City, either directly or as a subcontractor, who have in-person interaction with City employees or the public while performing the work as per and under the contract, and who are entering City facilities or structures in the course of their contract services.

Fully Vaccinated or Vaccinated

Having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines including any recommended booster vaccination approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least fourteen (14) days ago.

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.

4. Procedures

4.01 The City requires Contractors to provide a written attestation that the individuals assigned to work on City contracts who have in-person contact with City employees and/or members of the public have been Vaccinated and who will enter City facilities or structures in the course of the contracted services. In addition, the City also reserves the right and discretion to require and impose additional measures, such as and including personal protective equipment (PPE) and physical distancing, for its Contractors.

4.02 All individuals assigned to City work by Contractors, who have or will have in-person contact with City employees and/or members of the public and who will enter City facilities or structures in the course of the contracted services, are required to be Fully Vaccinated by January 28, 2022. A written attestation is to be returned to the City no later than January 28, 2022.

4.03 Contractors who do not comply with this policy may be subject to the City exercising its available contract remedies, up to and including termination of the contract.

5. Roles and Responsibilities

5.01 Contractors are responsible for attesting to its compliance with this policy by January 28, 2022.

5.02 Contract Administrators and Project Managers:

Ensure that Contractors have attested to compliance with this policy, specifically the requirements under Section 4 above. Avoid gathering personal health information of individuals performing contracted work to confirm compliance with this policy.

6. Application

This policy applies to Contractors, including subcontractors, who have in-person interaction with City employees and/or members of the public in the performance of work under the contract and who will enter City facilities or structures in the course of the contracted services.

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.

7. Related information

City of Oshawa Mandatory COVID-19 Vaccination and Verification Policy S15.50 dated September 24, 2021, as amended.

City of Oshawa Purchasing By-law 80-2020

Occupational Health and Safety Act, R.S.O. 1990, c. O.1

APPROVED

Authority	Date	Signature
Chief Administrative Officer Paul Ralph	December 16, 2021	

Appendix A

Contractor's Statement of Responsibility

As a contractor retained to perform work for the City of Oshawa, I/we accept the following health and safety responsibilities:

1. I/we attest and certify that all staff are apprised of and will comply with all Provincial, Regional and Municipal legislation, public health guidelines and the City's procedures as they relate to COVID-19. It is understood that the City may request that Company/Contractor Staff be replaced if they are not complying with these policies and procedures and the Company/Contractor shall promptly facilitate a replacement immediately or upon request.
2. I/we verify that each Company/Contractor Staff (including sub-contractors) assigned to the City of Oshawa who will have in-person interaction with City employees and members of the public in performance of the work have received the required number of doses of a COVID-19 vaccine, or a combination of COVID-19 vaccines approved by Health Canada at the correct interval, in addition to getting any required subsequent booster dose(s) in future.

Contractor

Name of Person Signing for Contractor

Signature of Contractor

I have the authority to bind the Corporation

Date