



KENT REGIONAL SERVICE COMMISSION

POLICY ON COVID-19 VACCINATION REQUIREMENTS

21-06

1. OBJECTIVE

WorkSafe NB states that every employer must take all reasonable precautions to keep their workplace healthy and safe and has identified key measures to prevent communicable diseases.

As a provider of public services, the Kent Regional Service Commission has taken the necessary measures to ensure a healthy and safe environment for its staff and all citizens who access its services. The provisions of this policy are intended to protect the lives of employees, members of the Kent RSC's Board of Directors and its committees by reducing the spread of communicable diseases, such as COVID-19, in our communities.

2. DEFINITIONS

"Board" is an abbreviation for Board of Directors.

"Committees" means all committees operating under the Kent Regional Service Commission, including working committees and ad hoc committees.

"Director" means a person who, as part of his or her duties, is required to supervise one or more persons. The director may also be designated as a coordinator or team leader.

"Employee" means all the members of management and salaried employees of the Kent Regional Service Commission.

"Executive Director" means the person named under the article 13 (1) of the *Regional Service Delivery Act* or the person named by the board of directors.

"Health" means the physical and mental wellness of a person who doesn't have any illnesses, pain, or anomalies which can incapacitate his physical and mental state.

"Kent RSC" is an abbreviation for Kent Regional Service Commission

"New employee" means someone who is not already employed by the Kent Regional Service Commission at the time this policy is adopted

3. GENERAL INFORMATION

- 3.1.** For the purposes of interpreting this policy, the masculine gender includes the feminine, and the singular includes the plural, as required by the text.
- 3.2.** The Kent Regional Service Commission wants to establish a policy for the execution of all duties favorable to the health and safety of the staff of the Kent Regional Service Commission.
- 3.3.** Every employee, member of the Board and member of committees of the Kent Regional Service Commission is responsible for his own health and safety. All the employees and members must follow the rules, the procedures, the instructions, and all directives that concern the proper execution of their work, their health, their safety, and those of his colleagues

4. SCOPE

This policy applies to all Kent RSC staff, which includes paid employees, members of the Board of Directors (Board), members of committees and students. The policy also applies to contract employees who work inside a Kent RSC's office.

Full COVID-19 vaccination will be a condition of employment for newly hired Kent RSC employees, except for those who provide a medical certificate attesting their exemption from the vaccine, but who must follow the health and safety requirements, which include wearing a mask and getting COVID-19 rapid testing.

5. LEGAL REQUIREMENTS

The *New Brunswick Occupational Health and Safety Act* states that:

9(1) Every employer shall

- a) take every reasonable precaution to ensure the health and safety of his employees;*

The Kent RSC *Policy 21-XX – Workplace health and safety policy* also reinforces this obligation.

4 a. The Executive Director or his delegate only keeps the services of the directors of the various departments that commit to enforce the rules and procedures of the organisation in matters related to health and safety.

6 b. Employees must act in a way to protect their health and safety as well as that of those who work at the same place or in close proximity.

6. ROLES AND RESPONSIBILITIES

6.1. Board of Directors

- Approves this policy and, if applicable, its updates.

6.2. Executive Director

- Ensures compliance with this policy and communicates it to whom it applies.

6.3. Director

- Ensures that this policy is respected by the employees under its responsibility, including students and contract workers.
- Ensure that the policy is known by all employees under his supervision.
- Communicates any change in vaccination status of employees to the Assistant Executive Director.
- Provides clear instructions to employees subject to COVID-19 rapid testing and ensures they respect testing procedure.

6.3.1. Assistant Executive Director

- Ensures the communication and updating of this policy.
- Must maintain a complete list of employee vaccination statuses.
- Must establish an appropriate level of confidentiality.
- Must communicate and make accessible the COVID-19 rapid testing guide, including consent form(s), procedures to follow, training video, etc.
- Is responsible for maintaining an inventory of rapid screening tests, properly distributing and monitoring them.

6.4. Employee

- Must be aware of and respect this policy.
- Must ensure the safety of the workplaces for which he is responsible.
- Must show mutual respect in his relations at work.
- Is responsible for scheduling his appointments, receiving the full vaccine, and providing proof of vaccination to the employer, if he chooses to show proof of vaccination.
- Is responsible for the cost of rapid COVID-19 screening tests in the event that the employer does not have access to free rapid screening tests.
- Must comply with the COVID-19 rapid test procedure and wear a mask in the workplace indoors and outdoors, if he does not provide proof of vaccination.
- Must submit a medical certificate signed by a health care provider attesting an exemption from COVID-19 vaccination for medical reasons to the Assistant Executive Director.

7. PROCEDURE

7.1. Current employee and members

Kent RSC staff, Board members and committee members must present proof of complete vaccination not later than January 28, 2022, at noon. The Assistant Executive Director will inform employees and

members of the procedure to follow. The Kent RSC will not keep a copy of proof of vaccination but will keep a record of the employees and members who provided it. Directors will regularly receive an updated version of the list of employees and members who have provided proof of vaccination.

Employees, Board members and committee members who have not provided a complete proof of vaccination by January 28, 2022, at noon will be considered unvaccinated and will be required until they provide complete proof of vaccination to:

- Always wear a mask at work, indoors and outdoors; and
- Comply with COVID-19 testing requirements (see section 7.3).

Employees, Board members and committee members who are exempt from the COVID-19 vaccine and who provide a medical certificate signed by a health care provider will be required to meet the mask-wearing and screening requirements (see section 7.3).

7.2. New employee

Newly hired employees who are not fully vaccinated when they receive a job offer will have a 45-calendar-day period to provide full-vaccination proof to the employer; failing that requirement, they will be thanked for their services. During this period, they must wear a mask in the workplace at all times and comply with the COVID-19 screening requirements presented in section 7.3.

New employee who are exempt from the COVID-19 vaccine and who provide a medical certificate signed by a health care provider will be required to meet the mask-wearing and screening requirements (see section 7.3).

7.3. Testing requirements

7.3.1. Rapid testing according to the employer testing schedule.

- The employer will provide rapid screening tests to employees.
- Employees should start using these tests as soon as they receive them. They will have to provide test results twice per week to the employer. The employer will determine when and where the rapid screening will be done, either in the workplace or at home.
- Board and committee members will be required to provide test results to their director 24-48 hours prior to the next meeting they are scheduled to attend. The rapid screening test will be done at home.

7.3.2. Employees, Board members and committee members who test positive on the rapid screening test should immediately register with Public Health to undergo a laboratory screening test (PCR test).

- Employees will not be able to go to work until they have tested negative in a testing centre. In such circumstances, the employee will be compensated using their accumulated sick leave.

- Board and committee members will not be able to attend in-person meeting until they have tested negative in a testing centre. In such circumstances, the member will not receive honorarium for the missed meeting.
- In the event of an outbreak in the workplace, these screening requirements may be changed temporarily (including for fully vaccinated employees) as directed by Public Health.

8. NON-COMPLIANCE

Any violation of this policy will result in administrative or disciplinary action up to and including dismissal.

Any employee who did not provide proof of COVID-19 vaccination to the employer and who does not wear a mask, will return home on unpaid leave (that is, without pay or accumulation service or leave credits) for the duration of his shift / working day.

Any employee who does not properly follow the rapid test procedure or who does not provide a negative test result as expected at the start of their shift cannot report to the workplace on that day. The employee will be considered on leave without pay (that is, without pay or accumulation service or leave credits).

9. ABROGATION

This Kent Regional Service Commission Policy on COVID-19 Vaccination Requirements was adopted by the Board of Directors on December 16, 2021.