

**POLICY**

## CATEGORY/SECTION

**CORPORATE SERVICES -  
PURCHASING**

## SUBJECT

**COVID-19 MEASURES FOR  
CONTRACTORS, SERVICE PROVIDERS  
AND VENDORS****AUTHORITY**

Chief Administrative Officer

**INTENT OF POLICY**

The District of Thunder Bay Social Services Administration Board (TBDSSAB) has an obligation to protect the health, safety and wellbeing of its workforce and those we serve, and is committed to providing excellent service to our community. Public health authorities have made it clear that COVID-19 vaccines are safe and are effective in preventing infection and significantly moderating the severity of symptoms, and that everyone who is eligible to be vaccinated should do so as soon as possible.

To help reduce the risk of COVID-19 transmission, this vaccination policy (the “Policy”) is an important measure that compliments other workplace health and safety measures in place including health screening, masking, physical distancing, hand hygiene, and enhanced cleaning.

TBDSSAB will comply with human rights obligations and accommodate contractors, service providers and vendors with medical exemptions and legitimate human rights grounds.

**DEFINITIONS**

**“Effective Date”**: November 15, 2021, the date that this Policy will become effective.

**“Fully Vaccinated”**: means that at least 14 days have passed since the receipt of the second dose of a two-dose vaccine series or one dose of a single-dose vaccine approved by Health Canada. TBDSSAB reserves the right to amend the definition of “Fully Vaccinated” in the event public health recommendations change, for example to include boosters and/or additional vaccinations.

**“Proof of Vaccination”**: Documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating the employee’s COVID-19 vaccination status. Proof of vaccination is available at: <https://covid19.ontariohealth.ca/>

CAO APPROVAL DATE:

**October 7, 2021**

REVISION DATE(S):

PAGE

**1 of 3**

<p>CATEGORY/SECTION</p> <p><b>CORPORATE SERVICES - PURCHASING</b></p>	<p>SUBJECT</p> <p><b>COVID-19 MEASURES FOR CONTRACTORS, SERVICE PROVIDERS AND VENDORS</b></p>
---	---

## SCOPE

This Policy applies to all contractors, service providers and vendors providing services to TBDSSAB (“Contractors”) which require personnel to attend a TBDSSAB site or premises and includes a contractor’s staff, sub-contractors and agents (“Contractor Personnel”).

Contractor Personnel, regardless of vaccination status, must continue to practice the recommended public health measures as directed by TBDSSAB for the prevention and control of COVID-19 infection and transmission.

## STANDARDS OF APPLICATION

### 1. Mandatory Vaccination or Testing Requirement

As of November 15, 2021, all Contractor Personnel must be either: (a) Fully Vaccinated or (b) provide proof of a negative Rapid Antigen Screening Test as per the Exemption section below in order to access any TBDSSAB site or premises.

The Contractor is responsible for ensuring that all Contractor Personnel sent to the TBDSSAB premises are compliant with this requirement. Contractors are required to independently verify the vaccination status of their Contractor Personnel and review Proof of Vaccination. For those Contractor Personnel who are unvaccinated, the Contractor Personnel will be required to provide their Contractor with proof of a negative Rapid Antigen Screening Test 72 hours prior to attending any TBDSSAB premises.

### 2. Vaccination Attestation

Contractors must provide TBDSSAB with a signed Contractor Vaccination Attestation Form, which will confirm understanding with this Policy and that, as of November 15, 2021, all Contractor Personnel sent to TBDSSAB premises will be either Fully Vaccinated or test negative for COVID-19 72 hours prior to attending any such premises.

TBDSSAB will provide the Contractor Vaccination Attestation Form, which must be signed and returned to [receiving@tbdssab.ca](mailto:receiving@tbdssab.ca) by November 15, 2021.

### 3. Exemptions

Contractors must inform TBDSSAB if any Contractor Personnel attending TBDSSAB premises is unable to comply with this Policy due to a potential medical or religious exemption. TBDSSAB will follow the guidelines of the *Ontario Human Rights Code* when considering any exemption request. The Contractor Personnel requesting the exemption

<p>CATEGORY/SECTION</p> <p><b>CORPORATE SERVICES - PURCHASING</b></p>	<p>SUBJECT</p> <p><b>COVID-19 MEASURES FOR CONTRACTORS, SERVICE PROVIDERS AND VENDORS</b></p>
---	---

accommodation cannot attend any TBDSSAB premises until the accommodation request is approved.

#### **4. Compliance**

Contractors failing to comply with this Policy shall not be permitted to have Contractor Personnel attend any TBDSSAB premises. A Contractor's failure to comply with this Policy may be considered a breach of any agreement currently in force between the Contractor and TBDSSAB and may result in the termination of any such agreement.

TBDSSAB may request Proof of Vaccination or proof of a negative COVID-19 Rapid Antigen Test at any time. Contractors must comply with a request for same.

#### **5. COVID-19 Measures**

Subject to further notice, all TBDSSAB health and safety measures (e.g. masking, social distancing, hand sanitization, etc.) will remain in effect at all premises, irrespective of the vaccination status of any Contactor Personnel. TBDSSAB will continue to monitor all public health recommendations and requirements and will update its health and safety measures accordingly.

#### **6. Confidentiality**

Any Information obtained under this Policy will be collected and protected in accordance with applicable privacy legislation and accessible to TBDSSAB personnel on a strictly need-to-know basis for the purposes of this Policy.

#### **7. Changes to the Policy**

This Policy is subject to change based on risk assessments, TBDSSAB's discretion, and applicable laws, regulations, public health orders, directives and recommendations. TBDSSAB will endeavor to provide as much advance notice as possible of any changes to this Policy.

#### **FORM**

Contractor Vaccination Attestation Form

CAO APPROVAL DATE:

**October 7, 2021**

REVISION DATE(S):

PAGE

**3 of 3**