

# Business Operators COVID-19 Vaccination Protocol

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December 17, 2021

## Applicability

This Town of Caledon (“Town”) protocol applies to all vendors, businesses, persons or groups conducting or wishing to conduct business activities with the Town on any Town property or within a Town owned/operated facility, including all persons or groups that they employ, sub-contract are affiliated with (collectively called “Business Operators”).

## Requirement:

### For all Business Operators currently on contract with the Town

Effective immediately, all current Business Operators are required to wear a surgical mask (ASTM level 2 mask as a minimum) prior to entering a Town building or interacting in person with Town employees in addition to mandatory COVID-19 screening using the Town app prior to entering into any Town building <https://caledon.ca/screen>. This includes all emergency work where a contract is not in place. Business Operators are strongly encouraged to be fully vaccinated as soon as possible and practice the recommended public health measures as directed by Peel Public Health for the prevention and control of COVID-19 infection and transmission.

### For all New Business Operators

Effective January 1, 2022, all contracts awarded to Business Operators, must meet the mandatory requirement of being fully vaccinated and provide a signed attestation (Appendix A) prior to contract award. COVID-19 screening using the Town app is mandatory prior to entering into any Town building <https://caledon.ca/screen>. Proof of vaccination may be requested prior to entering any Town building or interacting with Town staff. All persons with a legally valid and documented vaccination exemption must always wear a surgical mask (ASTM level 2 mask as a minimum) if in a Town building or interacting in person with Town employees.

## Exemptions:

Exemptions from this protocol exists for the following scenarios:

- a) Business Operators which only pick up or drop off goods at a Town building entrance or exit;
- b) Unforeseeable emergency repair work;
- c) Contracts where all work and interaction with Town staff are always performed remotely (e-mail, web meetings or phone based); or,
- d) All work is performed outdoors, and physical distancing is maintained, Construction sites (new and major renovations) where there is no physical interaction with Town staff. In this case the Business Operator is in control of the site and must maintain their own health and safety policy and practice the recommended public health measures as directed by Peel Public Health for the prevention and control of COVID-19 infection and transmission.



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## **Accommodation:**

The Town will comply with its obligations under the Ontario Human Rights Code and will accommodate Business Operator individuals who are legally entitled to accommodation.

Business Operators are responsible for any individuals with valid accommodation under the Ontario Human Rights Code and will have a negative COVID-19 rapid antigen test completed within 72 hours of attending any Town site or premises. Business Operators must maintain proper documentation and records.

## **Consequences of Non-Compliance with this Protocol**

Business Operators who do not comply with this protocol may be subject to the Town exercising its available remedies, up to and including termination of a contract or business relationship and/or being banned from future contracts with the Town.

## **Continued Compliance with all Health and Safety Precautions**

Without exception, all Business Operators are required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g., screening), wearing a mask or face covering, using personal protective equipment (PPE), maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work or while otherwise engaged in Town business. Business Operators, regardless of vaccination status, must continue to practice the recommended public health measures as directed by Peel Public Health for the prevention and control of COVID-19 infection and transmission.

## **Purpose**

The health and safety of Town employees is a priority. The Town is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19. Vaccination is a key element in the protection of Town employees against the hazard of COVID-19. The Town supports and strongly recommends full vaccination.

## **Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures**

The Town will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of employees in the workplace and the public that they serve. To that end, and in consultation with Peel Public Health and occupational health and safety experts, the Town will continue to assess other available workplace risk mitigation measures. If it is determined that additional precautions are necessary, the Town may decide to deploy new measures (including at an individual level) to protect employees and the public from COVID-19 and may amend this protocol accordingly.



## DEFINITIONS

**“Fully Vaccinated”**: In Ontario, an individual is considered fully vaccinated if they have received:

- a) The full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines;
- b) One or two doses of a COVID-19 vaccine not authorized by Health Canada; followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada; or,
- c) Three doses of a COVID-19 vaccine not authorized by Health Canada; and,
- d) They received their final dose of the COVID-19 vaccine at least 14 days ago.

**“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/>

# Appendix A

## VENDOR VACCINATION ATTESTATION

I, \_\_\_\_\_ (the “Representative”) have the authority to represent and provide an attestation for \_\_\_\_\_ (the “Vendor”) including all of its staff, sub-contractors and agents (the “Business Operators”), and do hereby attest and certify to The Corporation of the Town of Caledon (“Town”) that all Business Operators that will be attending a Town site or property as of January 1, 2022, are Fully Vaccinated or have a legally valid and documented exemption from vaccination, as outlined in the Towns Business Operators Vaccination Procedure (the “Procedure”).

I/We agree that non-compliance, inaccuracies or false statements related to this attestation or the Town’s Business Operators Vaccination Procedure may result in the Town terminating our contract and the Vendor or any Business Operators will be barred from bidding on Town contracts for a minimum of 5 years at the Town’s sole discretion.

In order to ensure compliance with the Procedure, I also confirm that we will provide the Town with proof of vaccination if requested.

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Title of Representative

\_\_\_\_\_  
Date

