

	TOWN OF CARMAN	POLICY NO. 014
	ADOPTED BY: Resolution No. 35/24	Last Updated: February 2024
	DATE: February 6, 2024	Page: 1 of 2
	TITLE: Vaccination Policy	Department: All Departments

PURPOSE: The Town of Carman is committed to taking reasonable precautions for the protection of the health and safety of workers as required by the *Manitoba Workplace Safety and Health Act 4(1) & 4(2)* and any required orders under the *Manitoba Public Health Act*. The Town of Carman is committed to compliance with all applicable public and occupational health & safety, human rights, privacy, and other laws in the development and implementation of this Policy.

RATIONALE: This Policy applies to all Town of Carman Employees at workplaces where the Town of Carman has duties as an employer defined by the *Manitoba Workplace Safety and Health Act*.

POLICY STATEMENT: The Town of Carman recommends and encourages all Employees to be vaccinated; take personal responsibility to make their own choice in terms of risk management and have consideration for others in the workplace and community that they serve.

ADMINISTRATION AND PROCEDURES:

DEFINITIONS:

“Business” means all business activities related to Town of Carman, whether conducted on or off Town of Carman Premises. It does not include work performed remotely from the employee’s residence.

“Premises” includes, but it not restricted to, all land, property, structures, facilities, installation, vehicles or equipment owned, leased, operated, used, or otherwise controlled by the Town of Carman for the purpose of conducting Town of Carman business. It does not include an employee’s residence.

“CAO” means the Town of Carman’s Chief Administrative Officer.

“Employees” includes all Town of Carman permanent employees, firefighters, Council Members, term employees, casual employees, and volunteers.

“Vaccine(s)” refers to a vaccine approved by Health Canada for use in Canada.

GENERAL REQUIREMENTS:

1. GUIDELINES

i. The Town of Carman Recommends Vaccination for all employees.

In accordance with the approval of Health Canada, recommendations of the federal and provincial governments, the Public Health Agency of Canada, regional public health authorities, the Canadian Medical Association, the Town of Carman encourages Employees to voluntarily keep up all vaccinations recommended by their healthcare provider.

ii. Health and Safety Requirements for Vaccinated and Unvaccinated Employees

All Town of Carman Employees are expected and required to comply with applicable health and safety measures to reduce the hazard, including but not limited to established workplace access controls; protective barriers; hand hygiene measures, wearing of a mask or face covering if required as per Manitoba Public Health guidelines; maintaining appropriate physical distancing and self-monitoring of potential virus symptoms.

2. ACCOMODATION

i. Accommodation for Employees

The Town of Carman is committed to a workplace free from discrimination and harassment in accordance with Manitoba human rights obligations. The Town of Carman will duly accommodate Employees who are legally entitled to accommodation to the point of undue hardship. All Employees requesting accommodation must participate in the accommodation process and provide reasonable and necessary information requested by the Town of Carman CAO, failing which the Town of Carman may be unable to provide any accommodation.

ii. Accommodation of Side Effects

Public health authorities have stated that it is not unusual to have mild side effects after vaccination and that serious adverse reaction to Vaccines are rare. If an employee experiences a reaction related to their Vaccination that prevents them from performing the essential duties of their job, Employees should contact their supervisor or CAO.

3. PRIVACY and CONFIDENTIALITY

The Town of Carman will maintain all information provided by Employees under this Policy in the strictest of confidence and protect it in accordance with all privacy legislation requirements. It will only be used to the extent necessary to implement this Policy and to administer health and safety protocols and infection and prevention control measured in the workplace.

4. RESPONSIBILITIES

The Town of Carman CAO and all levels of management are responsible for the administration of this Policy in accordance with applicable law.

Employees are responsible for compliance with this Policy and to further reduce the hazards of spread, all applicable health, safety, infection, self-monitoring and prevention control measures.

Employees may be required to stay home to comply with clearance criteria for returning to work after experiencing symptoms, exposure, or a travel quarantine exemption.

5. AMENDMENTS

The Town of Carman will monitor the Province of Manitoba Public Health Orders, information and recommendations, and workplace health and safety requirements to ensure employee health and safety and protection of the public.