

Halifax Chamber of Commerce COVID-19 Employee Vaccination Policy

Policy Statement

- The Halifax Chamber of Commerce is committed to maintaining a safe work environment and to protecting its employees and customers from the risk of infection from, and complications associated with, COVID -19.
- Vaccination is recognized as a cornerstone for preventing or decreasing the effects of COVID-19
- The Halifax Chamber of Commerce is committed to comply with the recommendation of the Chief Medical Officer of Health as it relates to COVID-19
- To that end, all employees of the Halifax Chamber of Commerce must be vaccinated for COVID-19.

Definitions

- Employee – refers to any paid and/or volunteer staff of the Halifax Chamber of Commerce. Included are any staff on internship, co-op, or other arrangement from an outside organization, whether funded by the Halifax Chamber or outside organization.
- Workplace – defined as the physical offices of the Halifax Chamber of Commerce at 32 Akerley Blvd, Dartmouth, and any meetings or events hosted offsite by the Halifax Chamber of Commerce where the employee is deemed to be working or interacting with customers.
- Customer – refers to any Halifax Chamber member, potential member, or member of like organization (BID's, Halifax Partnership, other Chambers, Government etc.) that any employee could be expected to interact with in the normal course of business.
- Vaccination – means a vaccine against COVID-19 that has been approved by either the Public Health Agency of Canada or the World Health Organization.
- Vaccinated – refers to a person having completed the regimen of COVID-19 dose(s) and waiting time post dose to be considered fully vaccinated.

Purpose

- The purpose of this policy is to protect employees and customers from COVID-19 by preventing the transmission and decreasing the risk of COVID-19 outbreaks.

Application

- This policy will apply to all Halifax Chamber of Commerce current and future employees as defined above.
- This policy will not apply to contractors hired by the Halifax Chamber to support events or to provide operational support ...for example auditors, lawyers, audio visual companies etc.
- Nor will this policy apply to any customers that chamber staff may interact with on Chamber or customer premises.

Procedures

- The Halifax Chamber of Commerce Director of Finance will be responsible for ensuring that all existing and future employees are fully vaccinated.
- Proof of Vaccination must be shown to the Director of Finance however the record of that proof can only be kept if consent is given via Halifax Chamber Consent form (Appendix A). If consent is given the Director of Finance will keep a record that the individual has shown their proof of vaccination. This will prevent having to show proof of vaccination every time they come to work or attend an event. Giving consent is not mandatory, however it is a means of simplifying the coming and going of staff. Without the consent the individual will have to show proof of vaccination every time they come into a Chamber workplace or attend a Chamber event.
- Exceptions to this policy will only be granted if an employees can show they are unable to be vaccinated with valid written proof from a medical doctor in Nova Scotia. This proof must be shown to the Director of Finance.

Conditions

- Employees unwilling to fully vaccinate against COVID-19 or to show proof of vaccination will be placed on unpaid administrative leave and given 2 weeks to reconsider, at which time they will show concrete steps that they are becoming vaccinated or face disciplinary action up to and including termination.
- New hires will be vaccinated as a condition of employment and will be given time to complete the vaccination regimen prior to commencing work.
- Providing false information on personal vaccination status will lead to immediate termination with cause.

Monitoring

- This policy is to be added to the Halifax Chamber of Commerce HR and Governance Committees standing calendar for review on a biennial basis.
- The Halifax Chamber of Commerce VP of Policy, as senior administrative support for the HR and Governance committee, will prepare a policy review for the committee at that time.

References

- Restated Order #3 of the Nova Scotia Chief Medical Officer of Health under Section 32 of the Health Protection Act 2004, c.4, s. 1.
- OH&S Act and Regulations
- Public Health Act
- Human Rights Act
- Canadian Immunization Guide
- National Advisory Committee on Immunization
- Public Health Agency of Canada