



STATEMENT of POLICY and PROCEDURE	
Subject:	COVID-19 Vaccination Policy
Effective:	September 20, 2021 Approved by Food for Life Board of Directors

1. Purpose

At Food for Life (the “Organization”), the health and safety of our employees and overall workplace are of paramount importance. In light of the ongoing COVID-19 pandemic and as part of our continued efforts to maintain a safe workplace for our employees and partners, **the Organization now requires that all employees and volunteers be fully vaccinated with a COVID-19 vaccine approved by Health Canada.**

This Policy has been developed in accordance with the Organization’s provincial health and safety obligations and is also based on the guidance and recommendations issued by the Public Health of Canada and other public health authorities. Its purpose is to promote the health and wellness of the Organization’s employees and volunteers (and that of all those who work with or interact with them) and to reduce the risk of transmission of COVID-19 in our workplace.

2. Scope

This Policy applies to all the Organization’s employees, and volunteers who attend the workplace or other onsite locations where Food for Life business may be conducted.

3. Effective Date

This Policy is effective immediately.

All employees and volunteers must be fully vaccinated with a COVID-19 vaccine approved by Health Canada by no later than November 8, 2021. Specifically, the Organization requires that all current and prospective employees and volunteers who are not yet vaccinated receive their first COVID-19 vaccination dose by October 8, 2021, and their second COVID-19 vaccination dose, if applicable, by November 8, 2021.



This Policy may be amended to include a requirement for any booster vaccinations approved and recommended by Health Canada.

Any new employees joining Food for Life must be in compliance with this policy before commencing employment.

4. Measures to Encourage Vaccination

Getting vaccinated is the most effective way to stop the spread of COVID-19. To promote vaccination among our workforce, and to make it as easy as possible for individuals to receive a vaccine, the Organization has implemented the following measures and supports:

- Individuals can receive COVID-19 vaccinations. You can find information on the Halton Region, Ontario Government or Government of Canada websites. If you need further assistance please connect with your team lead.
- To alleviate any concerns around the scheduling of vaccination appointments, the Organization will provide employees with up to a maximum of 3 paid days off from work to receive their vaccination(s) and if side-effects are experienced (this paid time off allotment is intended to cover both vaccine doses where required).
- To schedule time off for the purpose of receiving a COVID-19 vaccination, employees must simply submit a request to their immediate supervisor, by identifying the dates and times required off work with their supervisor. As much advanced notice as is possible should be provided. The employee may be required to provide an e-mail or similar document from a pharmacy or from a public health department indicating the employee's appointment date and time to receive a COVID-19 vaccination.

5. Confirmation of Vaccination Status and Confidentiality

Employees and volunteers vaccinated pursuant to this Policy must provide a vaccination receipt from the applicable provincial Ministry of Health to Human Resources (for employees) or the Volunteer Team (for volunteers) to confirm their vaccination status.

Upon receipt, the Organization will record that the individual has been vaccinated, as well as the date of vaccination(s). The Organization will then either delete or return to the individual the vaccination receipt. For greater clarity, the Organization will not retain and/or store a copy of the vaccination receipt. Rather, the Organization will only retain and store that the individual has been vaccinated and when.

This may include Booster vaccinations if and when they may be applicable.



Information collected in conjunction with this Policy will only be shared with and accessed on a need-to-know basis or as may otherwise be legally mandated. Access to and disclosure of any information collected from individuals will be undertaken solely for the purposes outlined above or to comply with a legal order or requirement that compels disclosure. An employee or volunteer who fails to provide satisfactory confirmation of their vaccination status will be deemed to be in non-compliance with this Policy and will be deemed to be unvaccinated without an accepted accommodation or exemption.

6. Requests for Accommodation or Exemptions

The Organization will comply with its obligations pursuant to the applicable human rights legislation and accommodate any prospective or current employee or volunteer who is unable to be vaccinated for substantiated reasons, such as medical, religious, or age restrictions limiting access to vaccination.

Individuals requesting accommodation should speak to their supervisor. Upon receipt of an accommodation request, the Organization will, as in the normal course, engage in an interactive process to determine if accommodation is necessary and, if so, what form of accommodation may be appropriate, up to the point of undue hardship. Individuals are required to cooperate with and participate in, this process. Individuals who request accommodation may be asked to provide additional information and/or documentation to substantiate their accommodation request.

7. Failure to Comply

If an employee or volunteer does not provide confirmation of vaccination status and does not qualify for accommodation or an exemption, the following may apply:

- The individual must attend an educational session provided or approved by the Organization regarding the benefits of the COVID-19 vaccination.
- The individual may be required to adhere to ongoing and/or additional health and safety measures as outlined in the “Ongoing Health and Safety Measures” section below.
- The employee may be required to work from home, if possible, and will not be permitted to attend at the workplace.
- The employee may be required to take an unpaid leave of absence.
- The employee may be subject to discipline up to and including termination of employment.
- The volunteer will only be considered for remote volunteer opportunities that do not involve attending the workplace or other onsite locations.



8. Ongoing Health and Safety Measures

The Organization recognizes that the situation with respect to COVID-19 continues to evolve. The Organization continues to monitor updates and changes in required and recommended health and safety protocols in the workplace and will update its policies, practices, and protocols accordingly.

As part of this process, the Organization reserves the right to introduce different and/or enhanced health and safety measures, as may be necessary and/or appropriate, for all employees, volunteers, community partners and donors, including those who are not vaccinated. These measures may include, but may not be limited to, continued requirements to wear masks/face covering beyond the point they are legally required, continued social distancing requirements, remote work arrangements, modified duties, transfers to a different position(s), and/or work locations, and/or leaves of absence either with or without pay.

However, and separate and apart from the above, all employees and volunteers – even those who have received a COVID-19 vaccination – must continue to abide by existing and established policies, practices, and protocols (*e.g.*, masking, physical distancing, cleansing, *etc.*) until further notice.

9. Onsite Visitors and Group Experiences

Food for Life recognizes that some individual may enter our facilities for purposes of a short visit or delivery (under 15 minutes). Vaccine status is not required for these purposes. All screening protocols and ongoing health and safety measures will be applicable to anyone entering a Food for Life facility or service location.

Group Experiences will fall under this policy and it will be the responsibility of the Group Organization to attest to the fully vaccinated status of the individuals attending. Food for Life will retain the right to screen any member of a Group Experience once a digital vaccine passport is in place.

10. Policy Revisions

As the situation surrounding the COVID-19 pandemic continues to change and evolve, the Organization retains the right to make any additions or revisions to this Policy as it may deem necessary or appropriate from time to time. Any such changes to the Policy will be communicated in writing.