

**Town of Port Hawkesbury  
COVID-19 Vaccination Policy**

**1. Purpose**

The Town of Port Hawkesbury is committed to providing a work environment that keeps our employees and the community safe. That commitment means that we must maintain a workplace free of hazards to health such as COVID-19. It is critical therefore that, as an organization, we take reasonable precautions to protect against exposure to COVID-19.

The purpose of this Policy is to set out the standards that employees must meet in the workplace so that each employee can do their part to keep each other and the public safe.

**2. Process**

*Mandatory Vaccination*

The Town of Port Hawkesbury requires all employees to be fully vaccinated (have both injections of one of the recognized vaccines) against COVID-19 by December 31st, 2021.

Employees must provide confirmation of their vaccination status by providing an acceptable copy of the Nova Scotia COVID-19 Vaccination Record or other acceptable record if the employee was vaccinated outside of Nova Scotia.

If an employee is not vaccinated, the employee must disclose in writing to the Town of Port Hawkesbury the reason for not being vaccinated. The Town of Port Hawkesbury recognizes that it has a duty to accommodate employees who cannot receive the vaccine for any reason protected by human rights legislation, such as physical disability or religion. The Town of Port Hawkesbury will review the information and, after consultation with the employee, take alternative actions such as requiring that the employee undergo biweekly testing, restricting access to the workplace, placing the employee on an unpaid leave of absence, and/or taking some other step so that the employee does not pose a hazard to other employees or anyone else with whom they would have contact through their work.

If tests are unavailable from the Province/Health Authority/Public Health, the Town of Port Hawkesbury will provide employees with a rapid test. Any employee who tests positive on a rapid test will be required to provide confirmation of a negative PCR test before being allowed to be in the workplace.

To be clear, vaccinations might be only one part of the Town of Port Hawkesbury's steps to maintain a safe workplace. Depending on how the COVID-19 virus and/or variants acts, the Town of Port Hawkesbury can implement other measures, such as wearing a mask or following physical distancing even if the Province discontinues those steps.

Finally, the Town of Port Hawkesbury may, at its discretion, apply this Policy to contractors who are working on Town premises.

*Compliance*

Regardless of their vaccination status, employees are required to follow all COVID-19 protocols that the Town of Port Hawkesbury has in place.

If an employee does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) the Town of Port Hawkesbury can require that the employee follow alternative measures such as weekly testing or, where there is no other option that the Town considers reasonable, place an employee on an unpaid leave of absence until the employee is in compliance with this Policy, this pandemic ends or the Town of Port Hawkesbury ends the leave.

**3. Confidentiality**

Information relating to an employee's proof of vaccination and/or the reason(s) for not receiving a COVID-19 vaccination will be kept confidential by the Town of Port Hawkesbury. All medical information and vaccination records will be stored separately from employees' personnel files, kept secure at all times and destroyed when no longer needed.

**4. Review of Policy**

The impact of the COVID-19 pandemic will undoubtedly continue to change. The Town of Port Hawkesbury will, therefore, review this Policy on an ongoing basis, adjusting it if necessary and revoking it if warranted.

**CAO's Annotation for Official Policy Book**

**Policy Review Notification:** *October 5<sup>th</sup>, 2021*

**Policy Review Date:** *November 2<sup>nd</sup>, 2021*

**Amended by Council:**



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**Terry Doyle, P. Eng.**  
**Chief Administrative Officer**