




Statement of Policy and Procedure

Subject:	City of Burnaby COVID-19 Vaccination Policy for Contractors		
Issued To:	City of Burnaby Contractors		
Issued Date:	2021 December 09	Effective Date:	2022 January 01
Approved By:	 Leon Gous - Chief Administrative Officer		

1 PURPOSE

1.01 The purpose of this policy is to support a safe environment for City of Burnaby (City) employees, Contractors and members of the public through the implementation of health and safety measures designed to incorporate Office of the Provincial Health Officer (PHO) guidance, thereby increasing the protection of City employees, Contractors and members of the public from risk of serious illness and death from COVID-19.

2 POLICY STATEMENT

- 2.01 Health and safety is a priority for the City. The COVID-19 pandemic has given rise to significant health and safety risks in the workplace. The PHO and other government officials have repeatedly affirmed the importance of vaccination against COVID-19 as the most effective tool for preventing serious illness and death from COVID-19.
- 2.02 This policy complements and is not intended to replace nor contradict any PHO orders, public health guidance and any Ministry's guidelines which set out additional health and safety measures and procedures for local governments.
- 2.03 This policy sets out the City's requirements and process for Contractors to be fully vaccinated and provide a signed declaration of full vaccination.

3 SCOPE

3.01 This policy applies to all Contractors who enter into new agreements, including renewals of agreements, for the performance of work/services for or on behalf of the City on City lands and/or at City facilities.

4 DEFINITIONS

- 4.01 **Approved Vaccine:** A COVID-19 vaccine that has been approved for use by Health Canada.
- 4.02 **Contractor:** A company, partnership, sole proprietorship, individual, entity or organization that has an agreement with the City (including the Burnaby Public Library) to perform work or services, and includes their employees, officers, agents and authorized representatives and subcontractors.
- 4.03 **Fully Vaccinated:** An individual is considered fully vaccinated under this policy 7 days after they have received all required doses of an Approved Vaccine. The City may amend this definition in accordance with guidance from the PHO.
- 4.04 **Partially Vaccinated:** An individual is partially vaccinated under this policy 7 days after they have received less than all required doses of an Approved Vaccine.
- 4.05 **Vaccination Declaration:** The Declaration of Compliance with City of Burnaby COVID-19 Contractor Vaccination Policy, substantially in form attached to this Policy.

5 RESPONSIBILITIES

- 5.01 All Contractors are responsible for complying with this Policy and confirming the vaccination status of their employees, officers, agents and authorized representatives and subcontractors who are performing work/services for or on behalf of the City on City lands and/or at City facilities.

6 COMPLIANCE

- 6.01 Failing to provide a signed Vaccination Declaration or providing false or inaccurate information on the Vaccination Declaration is a very serious violation of this Policy and may result in contract termination.
- 6.02 The City reserves the right to perform random audits of Contractors to ensure compliance with this Policy and investigate any suspected cases of non-compliance.

7 VACCINATION REQUIREMENT

7.01 Effective January 1, 2022, all Contractors entering into new agreements with the City, including renewals of agreements, must confirm that their employees, officers, agents and authorized representatives and subcontractors who will be performing work/services for or on behalf of the City on City lands and/or at City facilities are Fully Vaccinated. A signed Vaccination Declaration is to be provided to the City at the time of entering into a new agreement or renewal.

8 EXEMPTIONS

8.01 The City may exempt a Contractor from a requirement of this Policy, in exceptional circumstances as determined by the City in its discretion and on terms and conditions acceptable to the City. Any request for an exemption must be made in writing to the Director of the City department that administers the agreement with the Contractor and the Manager, Occupational Health & Safety. The City reserves the right to revoke an exemption at any time.

9 PRIVACY STATEMENT

9.01 The City will collect, use and disclose personal health information under this Policy in accordance with the City’s privacy policy (in Burnaby Public Library’s case, the Library’s privacy policy) and applicable privacy legislation, including the *Freedom of Information and Protection of Privacy Act*.

10 POLICY REVISION

10.01 This policy may be amended at any time and particularly in response to updated information from the PHO or other government entities.

11 ATTACHMENT

11.01 Declaration of Compliance with City of Burnaby COVID-19 Contractor Vaccination Policy

Version	Date	Updated by:	Description:
1	2021 December 06	N Kassam	Draft Policy
2			
3			

**Declaration of Compliance with
City of Burnaby COVID-19 Contractor Vaccination Policy**

THE UNDERSIGNED CONTRACTOR HEREBY DECLARES, represents, and warrants to the City that:

1. the Contractor has read and understands the City's COVID-19 Contractor Vaccination Policy (the "Policy"); and
2. unless exempted in writing by the Director of the City department that administers the agreement with the Contractor and the Manager, Occupational Health & Safety, all of the Contractor's employees, officers, agents and authorized representatives and subcontractors who perform work/services for or on behalf of the City on City lands and/or at City facilities are Fully Vaccinated, as defined in the Policy.

The Contractor ACKNOWLEDGES AND AGREES that providing false or inaccurate information in this Declaration is a serious violation of the Policy and may result in contract termination.

Contractor <i>(Legal Name)</i>
Doing Business As <i>(Trade Name)</i>
Service Type
If "Other" please specify
Contract# or PO# <i>(If Applicable):</i>
Authorized Signature
Name
Title
Date