



**These talking points address The City's expectations on vaccination against COVID-19 as a work requirement. Please use the information below when speaking with employees to encourage a consistent message.**

### Background messages:

- The City of Calgary places a primary importance on ensuring employees and patrons have a safe and healthy environment in which to work, live and play. As vaccines are proven to be a safe and effective way to prevent the spread of COVID-19, we have implemented a COVID-19 Vaccination Policy for all employees.
- This measure will protect employees and enable the continued delivery of services to citizens.
- The Policy applies to all City of Calgary employees, regardless of workplace or worksite location, including those who are remote working or have a telework agreement in place. To ensure a safe workplace, there will be a separate policy developed which will require that contractors and volunteers entering a City owned and operated worksite be fully vaccinated.
- The Policy also applies to employees upon the employee's return to work (whether full-time, part-time or on an accommodated basis) from an approved leave of absence or vacation. Leaves include, but are not limited to, maternity/parental, sickness/accident, WCB and long-term disability.
- Employees who cannot be vaccinated based on a protected ground under the *Alberta Human Rights Act*, may request an exemption through [myHRconnect](#). When granted, the employees must participate in a Rapid Testing Program on an ongoing basis.
- Employees will be required to declare their vaccination status and provide accurate proof of their vaccination status using [myHRconnect](#) by November 1, 2021. Proof of vaccination records will be kept confidential and used only to confirm your vaccination status.

### Timelines & important dates

**Oct. 27- Nov. 5** — Support staff will be available at five City locations to help employees who are having trouble uploading their documents into myHRconnect.

[Visit site for details.](#)

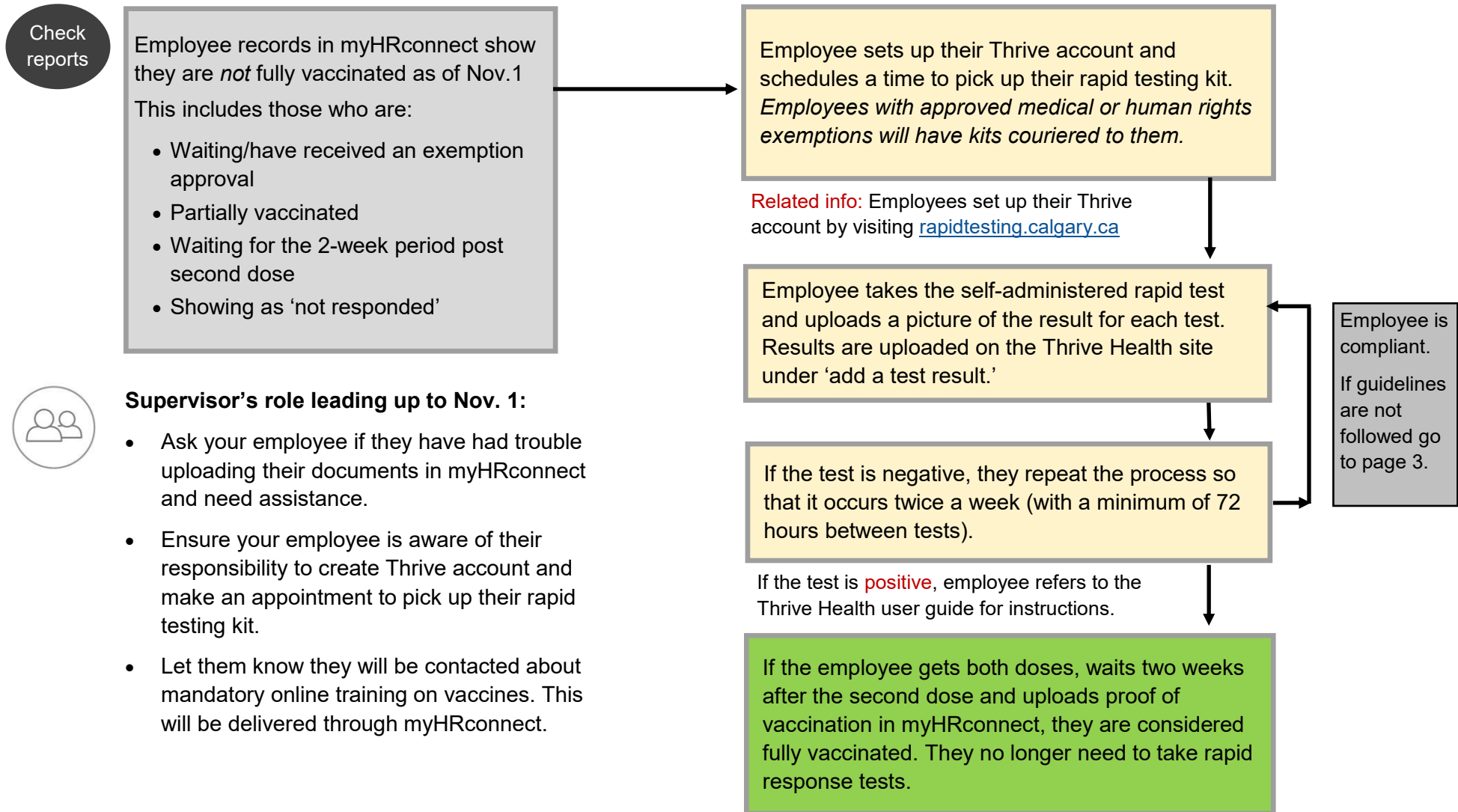
**Nov. 1** – Employees must provide accurate proof of vaccination by this date. Those who fail to do so will be required to complete mandatory online education on the efficacy and safety of COVID-19 vaccines and participate in the Rapid Testing Program.

**Dec. 2** – Employees who fail to be fully vaccinated and provide proof of vaccination by Dec. 2, 2021 will be required to continue to participate in the Rapid Testing Program on their own time and at their own expense.



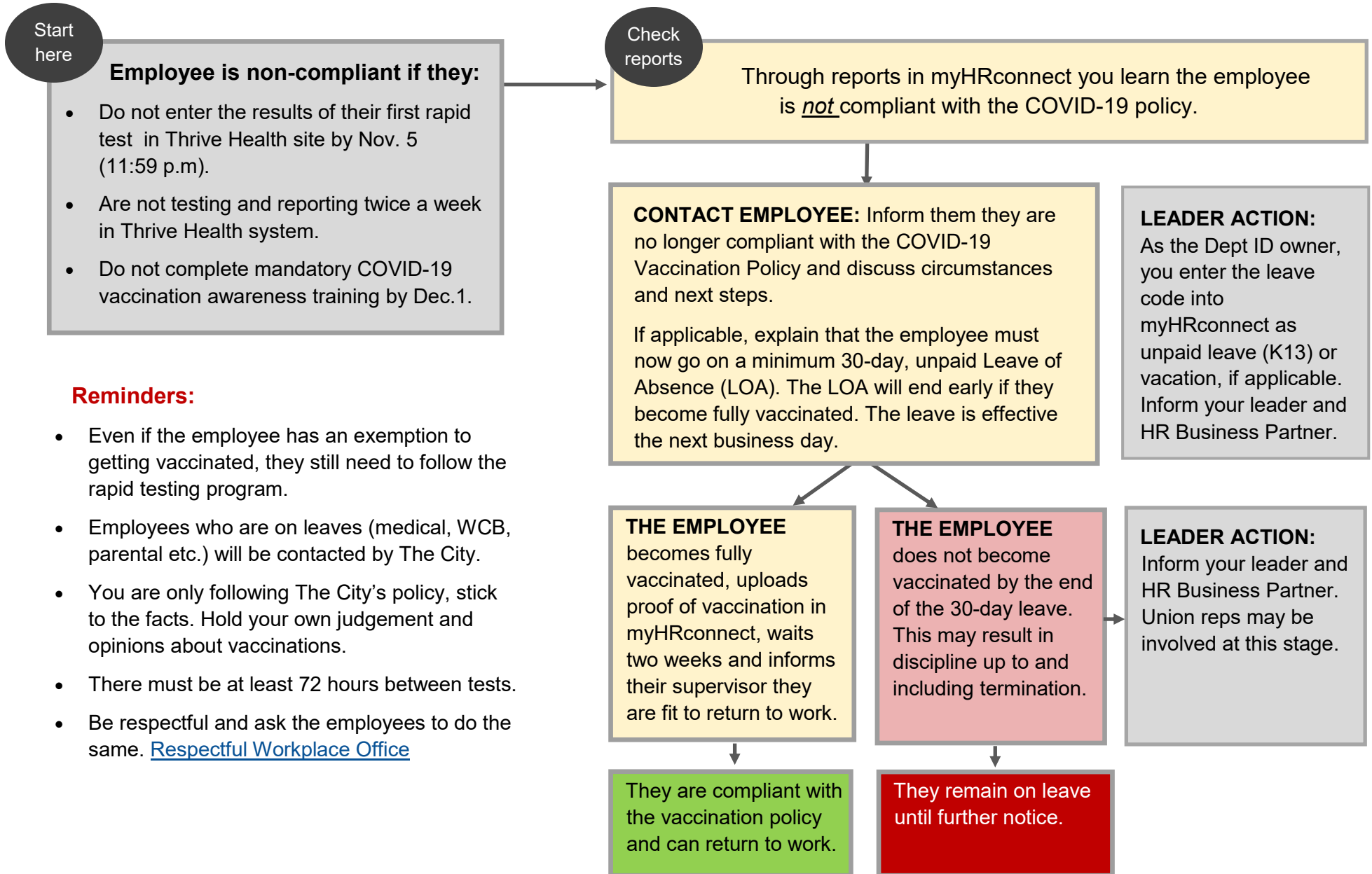
## How to help employees keep compliant with the policy

**Please note:** As long as the employee is abiding by the rules in the rapid testing program, and takes the COVID training within the month of November, they are compliant with the policy.





## Supervisor's role if employee is non-compliant



**Reminders:**

- Even if the employee has an exemption to getting vaccinated, they still need to follow the rapid testing program.
- Employees who are on leaves (medical, WCB, parental etc.) will be contacted by The City.
- You are only following The City's policy, stick to the facts. Hold your own judgement and opinions about vaccinations.
- There must be at least 72 hours between tests.
- Be respectful and ask the employees to do the same. [Respectful Workplace Office](#)



## Vaccination details for employees who are unvaccinated on or after Nov. 1

### Mandatory Rapid Testing

Under The City of Calgary's COVID-19 Vaccination Policy, **all City employees who are not fully vaccinated, who have not declared their vaccination status, or who have been granted an exemption must participate in the Mandatory Rapid Testing Program beginning November 1, 2021.** This applies to all City employees, regardless of workplace or worksite location, including those who are working remotely or teleworking.

The Mandatory Rapid Testing Program requires employees to submit proof of a negative COVID-19 rapid antigen test no less than twice weekly (with a minimum of 72 hours between tests) through the Thrive Health Portal online.

At home rapid antigen testing kits will be provided to participating employees at no cost for use until Dec. 1, 2021.

**Please note:** As long as the employee is abiding by the rules in the rapid testing program, and takes the COVID training within the month of November, they are compliant with the policy.

### Related info:

Employees set up their Thrive Health account by visiting:

[rapidtesting.calgary.ca](https://rapidtesting.calgary.ca)

### Reporting test results

Results can be posted online through the [Thrive Health Portal](#).

Download the [User Guide](#)

### Access to Thrive:

If you are fully vaccinated you will not have access to the Thrive Health System.

If your employee is having trouble uploading to Thrive, contact:

[rapidtesting@calgary.ca](mailto:rapidtesting@calgary.ca)



## Mandatory Rapid Testing

### Booking an appointment

Starting Monday, October 25, participating employees must book an appointment to pick up at-home test kits for the month of November. Appointments can be booked online through the Thrive Health Portal.

For dates and locations on where to pick up rapid testing kits visit:

[calgary.ca/rapidtesting](https://calgary.ca/rapidtesting)

[mycity.calgary.ca/rapidtesting](https://mycity.calgary.ca/rapidtesting)

### Non-compliance

Employees who fail to comply with the requirement to participate in the Mandatory Rapid Testing Program and/or to undergo the mandatory online education program will be placed on an immediate leave of absence for a minimum of 30 days. The leave of absence will be unpaid unless the employee has accrued/banked vacation or other banked time available to use during the leave of absence. The leave of absence will end early and the employee will be permitted to return to work if they become fully vaccinated and provide proof of vaccination prior to expiry of the leave period.

Employees who have not become fully vaccinated and provided proof of vaccination or agreed to comply with the requirements set out above prior to expiry of the leave of absence will be subject to disciplinary action, up to and including dismissal.

### Exemptions

Employees who have been granted an exemption on the basis of a protected ground under human rights legislation must participate in the Mandatory Rapid Testing Program on an ongoing basis. At home testing kits will be provided to these employees free of charge.



## Leader Frequently Asked Questions

### How would this policy relate to employees who are currently on leave?

The Policy also applies to employees upon the employee's return to work (whether full-time, part-time or on an accommodated basis from an approved leave of absence or vacation. Leaves include, but are not limited to, maternity/parental, sickness/accident, WCB and long-term disability.

### Will new hires be required to get vaccinated before they start work?

Employees hired following introduction of this Policy are required to be fully vaccinated and provide proof of vaccination status on their start date through myHRconnect or participate in rapid testing. Employees who are not eligible for vaccination due to a covered ground under the Alberta Human Rights Act may apply for an exemption. Exempted employees are also subject to rapid testing.

### Does proof of vaccination need to include documents with a QR code?

Employees vaccinated in Alberta must provide a copy of their Alberta Health provided COVID-19 Immunization Record, which may include the QR code, vaccination dates/types, employee name and date of birth.

Employees vaccinated outside of Alberta must provide the government approved vaccination record from the province/territory/country where the dose(s) were received (for all doses) which must include the employee's name, date of birth, vaccination date and type of vaccination received.

### How do I view my team's vaccination status in myHRconnect?

If you would like to see your team's vaccination at a glance: (1) Navigate to myHRconnect (2) Click on myLinks at the bottom of the page (3) Click on myWorkforce (4) Click the myEmployees > Vaccination status.

### If someone isn't fully vaccinated by Nov. 1 do they still need to go through training?

Yes. They aren't fully vaccinated and are in the rapid testing stream.

### Where can I send questions I can't answer?

Check for answers to common questions at the related vaccination webpages at: [mycity.calgary.ca/vaccinationpolicy](https://mycity.calgary.ca/vaccinationpolicy) and [www.calgary.ca/employees](https://www.calgary.ca/employees). Send new questions to [vaccinationpolicy@calgary.ca](mailto:vaccinationpolicy@calgary.ca).

## Leaders should:

- Be aware who on their team is unvaccinated at this time. Review vaccination reports in myHRconnect to ensure compliance with the Policy.
- Tell employees you are not here to judge them on their decisions, rather you need to ensure they are aware of how to comply with the COVID-19 vaccination policy.
- Help upload their documents or guide them to support documents and videos in myHRconnect.
- Monitor and address inappropriate comments or behaviours related to an employee's vaccination status or the vaccination policy.
- Keep information related to your employee's vaccination status confidential.



### Weblinks you need:

#### The policy:

[Administration Policy Library](#)

[Vaccination Policy FAQs](#)

[Frequently asked questions for leaders](#)

#### Supports:

[Accommodation at The City](#)

[Accommodation tools for leaders](#)

[calgary.ca/rapidtesting](http://calgary.ca/rapidtesting)

[mycity.calgary.ca/rapidtesting](http://mycity.calgary.ca/rapidtesting)

[Mobile vaccine locations for employees](#)

#### The people:

[Supporting your team](#)

[Employee and Family Assistance Program \(EFAP\)](#)

[Safety Advisor contacts](#)

[Respectful Workplace Office](#) (tools and support)

### External Links

Direct link to [Thrive Health](#)

[Book your Immunization](#)

Government of Alberta- [COVID-19 FAQs](#)

Government of Canada- [Vaccines COVID-19](#)

[Alberta Vaccine Record Service](#)

[Vaccine myths and facts](#)

[Alberta Human Rights Act](#)