

## COVID-19 EMPLOYEE VACCINATION POLICY LEADER TOOLKIT

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 <u>myHRconnect</u>. 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 <u>myHRconnect</u> by November 1, 2021. Proof of vaccination records will be kept confidential and used only to confirm your vaccination status.

#### FOR LEADERS

Version 1.0

#### **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. <u>Visit site for details.</u>

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.



**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.

## Check reports

they are *not* fully vaccinated as of Nov.1 This includes those who are:

 Waiting/have received an exemption approval

Employee records in myHRconnect show

- Partially vaccinated
- Waiting for the 2-week period post second dose
- Showing as 'not responded'

### Supervisor's role leading up to Nov. 1:

- Ask your employee if they have had trouble uploading their documents in myHRconnect and need assistance.
- Ensure your employee is aware of their responsibility to create Thrive account and make an appointment to pick up their rapid testing kit.
- Let them know they will be contacted about mandatory online training on vaccines. This will be delivered through myHRconnect.

Employee sets up their Thrive account and schedules a time to pick up their rapid testing kit. Employees with approved medical or human rights exemptions will have kits couriered to them.

Related info: Employees set up their Thrive account by visiting <u>rapidtesting.calgary.ca</u>

Employee takes the self-administered rapid test and uploads a picture of the result for each test. Results are uploaded on the Thrive Health site under 'add a test result.'

If the test is negative, they repeat the process so that it occurs twice a week (with a minimum of 72 hours between tests).

If the test is **positive**, employee refers to the Thrive Health user guide for instructions.

If the employee gets both doses, waits two weeks after the second dose and uploads proof of vaccination in myHRconnect, they are considered fully vaccinated. They no longer need to take rapid response tests. Employee is compliant. If guidelines are not followed go to page 3.



# Supervisor's role if employee is non-compliant

Check

reports

#### Start here

### Employee is non-compliant if they:

- Do not enter the results of their first rapid test in Thrive Health site by Nov. 5 (11:59 p.m).
- Are not testing and reporting twice a week in Thrive Health system.
- Do not complete mandatory COVID-19 vaccination awareness training by Dec.1.

### **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. <u>Respectful Workplace Office</u>

Through reports in myHRconnect you learn the employee is <u>not</u> compliant with the COVID-19 policy.

**CONTACT EMPLOYEE:** Inform them they are no longer compliant with the COVID-19 Vaccination Policy and discuss circumstances and next steps.

If applicable, explain that the employee must now go on a minimum 30-day, unpaid Leave of Absence (LOA). The LOA will end early if they become fully vaccinated. The leave is effective the next business day.

#### **LEADER ACTION:**

As the Dept ID owner, you enter the leave code into myHRconnect as unpaid leave (K13) or vacation, if applicable. Inform your leader and HR Business Partner.

## THE EMPLOYEE

becomes fully vaccinated, uploads proof of vaccination in myHRconnect, waits two weeks and informs their supervisor they are fit to return to work.

They are compliant with the vaccination policy and can return to work.

## THE EMPLOYEE

does not become vaccinated by the end of the 30-day leave. This may result in discipline up to and including termination.

They remain on leave

until further notice.

#### LEADER ACTION:

Inform your leader and HR Business Partner. Union reps may be involved at this stage.



## COVID-19 Vaccination Policy—Leader toolkit

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

#### **Reporting test results**

Results can be posted online through the <u>Thrive</u> <u>Health Portal</u>.

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



## **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

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.



## COVID-19 Vaccination Policy—Supervisor process

### 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: <u>mycity.calgary.ca/</u> <u>vaccinationpolicy</u> and <u>www.calgary.ca/employees</u>. Send new questions to <u>vaccinationpolicy@calgary.ca</u>.

#### 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.



# COVID-19 Vaccination Policy—Supervisor links

#### Weblinks you need:

The policy: <u>Administration Policy Library</u> <u>Vaccination Policy FAQs</u> <u>Frequently asked questions for leaders</u> <u>Supports:</u>

Accommodation at The City Accommodation tools for leaders calgary.ca/rapidtesting 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 <u>Thrive Health</u> Book your Immunization Government of Alberta- <u>COVID-19 FAQs</u> Government of Canada- <u>Vaccines COVID-19</u> Alberta Vaccine Record Service Vaccine myths and facts Alberta Human Rights Act