



POLICY

COVID-19 VACCINATION

The Purpose

Big Brothers Big Sisters of Greater Moncton (BBBSGM) is committed to providing a safe environment for our employees, volunteers, clients, and members of the public with whom we interact regularly. The purpose of the Covid-19 Vaccination Policy (the "Policy") is to provide guidelines pertaining to the expectations and requirements with respect to COVID-19 and vaccination. In our day-to-day operations, we have a responsibility to protect all employees, the people we serve and the community in which we operate. For this reason, it is critical that BBBSGM and its staff take all precautions to protect against COVID-19.

Scope and Applicability

This Policy will take effect starting November 19, 2021 and applies to all BBBSGM employees and volunteers. This policy recognizes COVID-19 directives, provided by provincial and federal regulations, are subject to change. BBBSGM adheres to and enforces those directives to its employees, volunteers, and other individuals contracted to provide services in any capacity.

Current mentors and volunteers of BBBSGM will have until December 19, 2021 to provide proof of full vaccination in order to continue their in-person activities.

Mandatory Vaccination

Following the recommendation of Public Health Canada, The New Brunswick Department of Health, and the Chief Medical Officer of Health, all staff and volunteers who engage in our programs, regardless of how often, or how long they visit, are required to provide proof of vaccination against COVID-19 by way of vaccines approved by Health Canada & New Brunswick Public Health.

<https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/nb-vaccine/get-the-facts.html>.

Non-Compliance

If a BBBSGM employee is not vaccinated, they will be required to disclose in writing to their supervisor at BBBSGM the reason for not being vaccinated (e.g. personal choice, religious, medical grounds, etc.). See below for documentation requirements.

Subject to the accommodation provided below, if a BBBSGM employee has chosen not to be vaccinated, BBBSGM will review the information provided by the employee and will take actions as required to protect the safety of participants, employees, and partners. Actions by BBBSGM to this end may include but are not limited to restricting access to the workplace, requiring the employee to work from home, placing the employee on an unpaid leave of absence, modifying their contract of employment, and/or termination of employment.

If a volunteer is not vaccinated, they will be required to disclose their vaccination status to their Mentoring Coordinator at BBBSGM. BBBSGM will review the information and will take actions as required to protect the safety of participants, employees, and partners. Actions by BBBSGM to this end may include, but are not limited to, restricting access to the BBBSGM workplace, transitioning the match to a virtual setting, closing the match, and/or suspending the match in the case of a school-based or group-based mentoring match.

Any BBBSGM employee who knowingly makes false statements or provides false information with respect to this Policy may be terminated for cause. Any other failure to meet the requirements of this Policy may have employment consequences, including discipline up to and including termination of employment.

Accommodation

If an employee provides an acceptable medical, religious, or other reason protected by the New Brunswick *Human Rights Act* for not having received a COVID-19 vaccination, BBBSGM will review the information and the employee will be accommodated to the point of undue hardship. Employees must provide documentation to support their inability to receive the COVID-19 vaccine.

Where a volunteer mentor is not fully vaccinated against COVID-19, BBBSGM will in its discretion work with the individual to develop and implement an appropriate accommodation (if available). Accommodations, if available, will be limited to the following:

1. Virtual meetings
2. Virtual programs
3. Teleconferencing

Documentation

All employees and volunteers must show the appropriate BBBSGM representative one of the following, either electronically or hard copy, along with any necessary documentation; however, there will be no collection of information or keeping of records by BBBSGM:

1. Proof of COVID-19 vaccine administration as per the following requirements:
 - a. If the individual has only received the first dose of a two-dose COVID-19 vaccination series approved by Health Canada & New Brunswick Public Health, proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose on or before December 19, 2021; or
 - b. Proof of all required doses of a COVID-19 vaccine approved by Health Canada & New Brunswick Public Health.
2. Written proof of a medical reason, provided by either a physician or nurse practitioner, that sets out:
 - a. That the person cannot be vaccinated against COVID-19 due to a medical condition; and
 - b. The effective time period for the medical reason (i.e. permanent or time-limited).
3. A request in writing, along with support evidence for consideration, of an exemption based on grounds protected by the New Brunswick *Human Rights Act*. BBBSGM shall consider such documentation on a case-by-case basis.

Procedures for Providing Proof of Vaccination

For employees that show proof under Option 1 above, eligible proof of vaccination includes:

1. A printed vaccination confirmation from the following website: MyHealthNB - COVID-19 Results (gnb.ca) (enter your personal information then choose the option to print your vaccination receipt); or
2. The vaccination receipt slip received by the employee post-vaccination (copy of receipt or email of receipt).

Eligible proof of vaccination must be provided to the BBBSGM Human Resource Manager. The BBBSGM Human Resource Manager will advise BBBSGM Program Managers/Directors if additional controls/measures are required for individual staff/students/volunteers if/when necessary.

For volunteers that show proof under Option 1 above, eligible proof of vaccination includes:

1. A printed vaccination confirmation from the following website: MyHealthNB - COVID-19 Results (gnb.ca) (enter your personal information then choose the option to print your vaccination receipt); or
2. The vaccination receipt slip received by the volunteer post-vaccination (copy of receipt or email of receipt).

Eligible proof of vaccination must be shown to the appropriate Mentoring Coordinator. The Mentoring Coordinator will advise Program Managers/Directors if additional controls/measures are required for volunteers if/when necessary.

Privacy Consideration

Information relating to an individual's proof of vaccination/exemption will not be stored by BBBSGM.

Receipt of proof of vaccination will be documented by BBBSGM staff for the purpose of ensuring the safety of BBBSGM's employees, volunteers, children, and community.

The information will only be used to ensure compliance with this Policy and will only be accessible to the BBBSGM Executive Director and Service Delivery staff.

Compliance

BBBSGM employees who refuse to provide their vaccination status or who refuse to follow BBBSGM's COVID-19 protocols in the workplace, regardless of their vaccination status, may be disciplined, up to and including termination of employment.

Agency Activities and Events

Proof of vaccination will be required for all in-person activities and events as per New Brunswick Public Health directives. <https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/nb-vaccine/Proof-of-Vaccination.html>