



Peterborough Police Service

## COVID-19 Vaccination Policy

General Order AI-078

### 1.0 Policy and Purpose

- 1.1 The objective of this policy is to provide a healthy, safe and COVID-19 free environment for all Members and to safeguard the public, which we serve.
- 1.2 The Peterborough Police Service (PPS) is committed to providing, promoting and maintaining a safe work environment that is free from health and safety hazards.
- 1.3 In accordance with the **Occupational Health and Safety Act**, COVID-19 is an Infectious Disease and as such presents a serious health and safety risk to the public as well as police personnel. Every precaution reasonable in the circumstances must be taken for the protection of our Members including protection against infectious diseases.
- 1.4 The COVID-19 pandemic has been an evolving public health issue provincially, nationally and internationally. The Peterborough Police Service (PPS) is monitoring guidance from all applicable public health authorities and reserves the right to revise this policy as determined to be necessary and/or appropriate.
- 1.5 As the work of our Members involves close contact with the public, the PPS strongly recommends all Members be fully vaccinated against COVID-19 prior to November 19<sup>th</sup> 2021 and for new Members to be fully vaccinated prior to commencing employment with the PPS.
- 1.6 This policy outlines the PPS's direction regarding the COVID-19 vaccination to its Members and others who are performing work for the PPS and within its facilities.

### 2.0 Application

- 2.1 This policy applies to:
  - a) All Sworn, Civilian and Auxiliary Members of the PPS and includes Members

who are working from home.

- b) Volunteers, placement students, contractors and consultants performing work on behalf of the PPS and/or within any PPS facility.
- 2.2 This policy must be adhered to as a condition of employment, educational placement, volunteering or contractual service agreement.

### 3.0 Definitions

- 3.1 **COVID-19** - A virus belonging to a large family called coronavirus which includes the virus that causes the common cold and more severe disease such as Severe Acute Respiratory Syndrome (SARs) and Middle East Respiratory Syndrome (MERS-COV). The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.
- 3.2 **Educational Program** - An educational program provided by the City of Peterborough regarding COVID-19 vaccines.
- 3.3 **Fully Vaccinated** - Having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the Public Health Agency of Canada including any subsequent vaccinations or boosters that are recommended when they become available and having received the final dose of the COVID-19 vaccine at least 14 days prior.
- 3.4 **Partially Vaccinated** – Having received only one dose of a two-dose COVID-19 vaccine series or having received two doses of a COVID-19 vaccine series but 14 days have not passed since the second dose was administered.
- 3.5 **Proof of Vaccination** - Documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating the individual is fully immunized against the COVID-19 virus.
- 3.6 **Public Health** – A government organization which provides a combination of programs, services, and policies that protect and promote the health of all people. The local Public Health Unit is under the direction of a Medical Officer of Health.
- 3.7 **Rapid Antigen Testing** - A rapid diagnostic test suitable for point-of-care testing that directly detects the presence or absence of an antigen. It is commonly used for the detection of SARS-CoV-2, the virus that causes COVID-19. Testing must be done no more than 24 hours prior to the start of a Member's shift.
- 3.8 **Vaccine Exemption**: Written proof of a medical reason from a physician or nurse practitioner prohibiting the Member from receiving a COVID-19 vaccine. The written proof must include whether the medical reason is temporary or permanent.
- 3.9 **Workplace** – Refers to the location where the Member regularly performs their work duties.

## 4.0 Member Responsibility

- 4.1 The Peterborough Police Service strongly recommends that all Members be fully vaccinated against COVID-19. Vaccinated Members are to provide proof of vaccination to the Human Resources (HR) Manager, unless a medical exemption in accordance with this policy has been granted, by November 19<sup>th</sup> 2021.
- 4.2 Members who do not provide proof of vaccination will be deemed to be unvaccinated.
- 4.3 Members who are unvaccinated will not be permitted to work paid duties or use the gym facilities.
- 4.4 Volunteers and placement students will be required to show proof that they are fully vaccinated prior to commencing their work or placement with the Service. Proof shall be provided to the HR Manager.
- 4.5 Contractors and consultants performing work on behalf of the PPS and/or within any PPS facility will be required to show proof that they and their staff are fully vaccinated prior to commencing any work. If the contractor or consultant has a medical exemption, they will be required to show proof of a negative COVID-19 test taken no more than 24 hours prior to commencing work within any PPS facility. The Member arranging this work will be responsible for obtaining the proof of vaccination or medical exemption and the proof of a negative COVID-19 test.
- 4.6 All new Members are required to provide proof that they are fully vaccinated prior to commencing employment as outlined in AI-051 Hiring.
- 4.7 Members will also be required to complete any subsequent doses as recommended by Public Health and to provide acceptable proof of vaccination. Deadlines for subsequent vaccinations or boosters will be established by the Service at that time to allow individuals a grace period to become fully vaccinated.
- 4.8 All Members of the Service, whether they are vaccinated or not, will continue to follow public health guidelines while working. This includes wearing Personal Protective Equipment (PPE) until the Chief, or designate, directs otherwise.
- 4.9 If the PPS identifies that a Member has submitted a proof of vaccination that is fraudulent or altered in way, the Member will be subject to disciplinary action, up to and including termination. [AI-024 Discipline: [A](#) (Sworn) and [B](#) (Civilian)]
- 4.10 If the PPS identifies that a volunteer, placement student, contractor or consultant has submitted proof of vaccination that is fraudulent or altered in any way, the Chief, or designate, shall terminate the person's placement or volunteer position or terminate the contract or service agreement with the consultant or contractor.

## **5.0 Medical Exemptions and Accommodation Requests**

- 5.1 If a Member is unable to be fully vaccinated due to a medical condition, the Service has a duty to accommodate and that Member will receive a vaccination exemption.
- 5.2 Medical exemption requests are a shared responsibility between the Member seeking the request and the PPS. These requests will be reviewed confidentially by the Service on a case-by-case basis.
- 5.3 If a Member believes that they cannot be fully vaccinated because of a medical condition, the Member shall seek an accommodation in writing prior to November 19<sup>th</sup> 2021. The request shall be sent to the PPS HR Manager at: [Pol\\_HRmanager@peterborough.ca](mailto:Pol_HRmanager@peterborough.ca) along with a letter from a duly qualified medical physician or nurse practitioner clearly stating whether this is a temporary or permanent situation. The PPS reserves the right to have exemptions reviewed by a qualified medical practitioner of its own choosing.
- 5.4 The Member shall be responsible for providing any additional documentation as requested to the HR Manager and to cooperate fully in this process.
- 5.5 The HR Manager shall consult with the Member's Manager or Divisional Commander regarding the exemption request.
- 5.6 The HR Manager shall consult with and communicate the status of the exemption request to the Member throughout the process.
- 5.7 Should a Member request a physical accommodation, such as being relocated or reassigned, due to the vaccination status of another Member, the request shall be reviewed by the HR Manager on a case-by-case basis in consultation with the Divisional Commander or Manager. Accommodations may not be feasible in all situations and will vary depending on the position.
- 5.8 Effective November 20<sup>th</sup> 2021, Members with an approved medical exemption shall follow alternative COVID-19 prevention measures including regular Rapid Antigen Testing and the use of PPE as outlined in clauses 6.1 1) a) to e) and 6.1 3) a) to c). This will ensure the safety of the Member and ensure that they do not pose a direct threat to the health or safety of others in the workplace.

## **6.0 Vaccination Refusals**

- 6.1 Effective November 20<sup>th</sup> 2021, Members who do not qualify for a medical exemption for a COVID-19 vaccination and/or have chosen not to be fully vaccinated must follow additional health and safety guidelines as outlined below:
  - 1) Rapid Antigen COVID-19 Testing
    - a) Members will be required to provide proof of a negative third party administered Rapid Antigen COVID-19 Test on the first day and third day

of their shift schedule. Tests must be taken no more than 24 hours prior to the commencement of the Member's shift.

For example, Members working Monday to Friday will be required to provide proof prior to commencing their shift on Monday and Wednesday. Those working a block of four consecutive 12, 11 or 10 hour shifts will be required to provide proof prior to commencing their shift on the first and third days.

- b) Should the Member work an overtime shift or be required to attend training on rest days, the Member shall provide a negative COVID-19 test prior to starting the shift or training session. The test must be taken no more than 24 hours prior to the commencement of the Member's shift or training.

For example, a Member works their regular four-day block and while on rest days answers a call for overtime, the Member shall provide the Supervisor or Officer In Charge (OIC) with a negative COVID-19 test prior to starting their overtime shift.

- c) The results of the testing shall be provided to the Member's Supervisor or OIC prior to the Member commencing their shift. The Supervisor or OIC shall forward the test results to the HR Manager.
- d) If a Member tests positive for COVID-19, they shall follow public health directions and the standard procedure will apply; they are not permitted to enter the workplace, will be required to self-isolate for 14 days and provide proof of a negative third party administered COVID-19 test prior to returning to work. The test must be taken no more than 24 hours prior to the commencement of the Member's shift.
- e) Supervisors and, when necessary, Acting Supervisors and the OIC shall be advised of those Members under their direct supervision who are required to provide regular negative COVID-19 test results and shall ensure that the results are provided as noted in clauses 6.1 a) and b). These test results shall be forwarded to the HR Manager for tracking and retention.
- f) It is the responsibility of the Member to arrange for this testing on their own time and at their own expense.

## 2) Education Session

- a) Members will also be required to participate in an Educational Program delivered by the City of Peterborough which addresses the following learning components:
- How COVID-19 vaccines work
  - Vaccine safety related to the development of the COVID-19 vaccines
  - Benefits of vaccination against COVID-19
  - Risks of not being vaccinated against COVID-19

- Possible side effects of COVID-19 vaccination
- b) This educational program shall be completed by the Member no later than November 26<sup>th</sup> 2021. Members may complete this program during regular work hours with permission of their Supervisor. It shall not be completed while the Member is working a call out or overtime shift.
- c) Members shall provide proof of completion and sign a declaration stating that they understand the risks of COVID-19 and the benefits of the vaccination. This information shall be provided to the HR Manager.

### 3) Wearing of Personal Protective Equipment (PPE)

- a) Members will continue to wear PPE as directed by the Service.
- b) Members will be required to wear medical grade masks when they are:
  - i) In any PPS facility. Members are permitted to remove their mask when they are alone in their own office or cubicle.
  - ii) In any PPS vehicle with another person.
  - iii) Dealing with a prisoner.
  - iv) Interacting with the public and social distancing is not an option.
- c) This includes when travelling throughout the facility, in shared spaces and when social distancing is not possible. Masks may be removed only when eating or drinking.

## 7.0 Non-Compliance with the Policy

- 7.1 Members who fail to comply with this policy will be subject to discipline as outlined in AI-024 Discipline: [A](#) (Sworn) and [B](#) (Civilian).
- 7.2 Failure to provide the required Rapid Antigen COVID-19 test information will result in the Member being sent home without pay. The Member will not be permitted to use sick time or flex time.

## 8.0 Collection of Immunization Information

- 8.1 The purpose of collecting the proof of vaccination is to protect our Members against COVID-19. This information will only be used when required.
- 8.2 The Peterborough Police Service will only collect, use and disclose information regarding a person's vaccination status in accordance with applicable privacy laws (**Personal Health Information Protection Act** etc.)
- 8.3 Proof of vaccination will be kept in a confidential secure file and/or electronic location. The HR Manager will be responsible for maintaining this information.

- 8.4 The HR Manager will purge the information collected for the purpose of this policy when Public Health no longer requires it.

This General Order shall take effect this 7<sup>th</sup> day of October 2021.

A handwritten signature in black ink, appearing to read "S. Gilbert", written over a horizontal line.

Scott Gilbert  
Chief of Police