

POLICY TITLE	COVID-19 Mandatory Vaccination - Contractors
CATEGORY	Administrative
POLICY NUMBER	ADMIN 056
POLICY OWNER	City Manager's Office
ACCESS	Public

PURPOSE

The purpose of this policy is to require all workers and volunteers of the City's contractors and of their subcontractors who enter a City workplace after February 18, 2022 to be fully vaccinated against COVID-19.

Vaccination is a reasonable measure that supports the City's commitment to minimizing the ongoing health and safety hazards and operational impacts of COVID-19 in relation to employees, volunteers, the public we interact with and the safety of the community overall.

SCOPE

This policy applies to all workers and volunteers of the City's contractors and of their subcontractors. Only those contractor or subcontractor workers and volunteers who enter a City workplace after February 18, 2022 are required to comply with this policy.

DEFINITIONS

“City workplace”

Any worksite, location or facility where City staff are present and City work is performed.

“contractor”

A party engaged by the City that supplies goods or services to the City provided such party is not the Vancouver Public Library or the Vancouver Police Department.

“fully vaccinated”

A person is fully vaccinated when they have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines that are accepted by the BC Centre for Disease Control.

“subcontractor”

A party that supplies good or services to a contractor.

POLICY STATEMENTS

1. Requirement to be Fully Vaccinated

- 1.1. This policy applies to all workers and volunteers of the City’s contractors and of their subcontractors. All such workers and volunteers who enter a City workplace after February 18, 2022 must be fully vaccinated against COVID-19.
- 1.2. All contractors shall cause their workers and volunteers, their subcontractors and the workers and volunteers of their subcontractors, to comply with this policy. Any non-compliance by any of the foregoing may be deemed by the City to be a non-compliance of a City contractor.
- 1.3. Existing and prospective contractors shall comply with any measures implemented by the City from time to time to seek information from contractors regarding their intent or ability to comply, or to confirm their compliance, with this policy including, without limitation, providing the City with written acknowledgments, written certifications or other relevant information.
- 1.4. This policy is in addition to, and all contractors are required to continue to follow, the City’s COVID-19 policies, procedures and requirements as well as related public health requirements or guidelines in BC.

2. Exclusions

- 2.1. Unless the City determines otherwise, this policy does not apply to:
 - 2.1.1. Contractors and their subcontractors that only make deliveries at, or pick-ups from, a City workplace,
 - 2.1.2. Lessees, licensees or tenants of the City, or
 - 2.1.3. Property owners, property managers or their contractors and subcontractors of City workplaces in respect of which the City is a lessee, licensee or tenant.

3. Exceptions

- 3.1. The City may permit limited exceptions from the requirements of this policy at its sole discretion. Contractors may request exceptions in accordance with the process established by the City. Limited exceptions that may be permitted may include an exception to facilitate emergency or highly specialised work or to facilitate a contractor’s efforts to provide a workplace accommodation for an employee whose request for an accommodation on the basis of protected legal grounds under the *BC Human Rights Code* is approved by the contractor.

3.2. If an exception is permitted, the City may impose limitations or conditions necessary to mitigate any health and safety risks.

4. Accommodations under BC Human Rights Code

4.1. It is a contractor's responsibility to have in place processes for managing workplace accommodation requests from its own workers and volunteers.

4.2. The City will comply with its obligations to accommodate in accordance with the *BC Human Rights Code*.

5. Non-Compliance

5.1. Contractors that do not comply with this policy are not authorized to enter, may be denied entry into, or may be removed from, a City workplace at the contractor's expense.

5.2. The City reserves all legal rights in respect of any contractor that does not comply with this policy up to, and including, termination of a contract between the City and a contractor.

5.3. Any contractor providing false or misleading information may be deemed to be non-compliant with this policy.

6. Access to Information

6.1. Contractors shall obtain and maintain, and shall provide to the City upon request, such information as is reasonably necessary to establish the contractor's compliance with this policy.

7. Privacy

7.1. Contractors shall not disclose any personal information, as such term is defined in the *BC Freedom of Information and Protection of Privacy Act* ("FIPPA"), of their workers or volunteers, or of their subcontractors' workers or volunteers, unless the City requests such information. If the City makes this request, contractors are responsible for obtaining the permission of such persons if required and otherwise complying with all applicable laws regarding the collection, retention and disclosure of such information. The City has legal authority to collect personal information for the purposes of this policy under Section 26(c) of FIPPA. Questions may be directed to contractorvaccinationpolicy@vancouver.ca.

7.2. Any personal information submitted by a contractor to the City under this policy will be collected, retained and protected by the City in accordance with FIPPA.

7.3. The City will only use personal information submitted by a contractor under this policy to carry out the purposes of this policy and in accordance with FIPPA.

8. Duration and Review

8.1. Due to the evolving nature of the COVID-19 pandemic, this policy will be reviewed periodically and may be amended or revoked as circumstances warrant.

APPROVAL HISTORY

Version 1 approved by:	City Manager	12/16/2021
	General Manager, Finance, Risk and Supply Chain Management	12/16/2021
	City Solicitor	12/16/2021