

## CORPORATE POLICY & PROCEDURE

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**POLICY TITLE:** COVID-19 VACCINATION FOR CONTRACTORS  
**POLICY NO.:** CS-3.47-P

<b>Chapter:</b>	Corporate Services		
<b>Section:</b>	3. Finance		
<b>Effective Date:</b>	November 29, 2021	<b>Last Review Date:</b>	October 21, 2021
<b>Approval Authority:</b>	Chief Executive Officer		
<b>Issued to:</b>	All TRCA Employees		
<b>Policy Owner:</b>	Corporate Services		

### 1. PURPOSE

- 1.01. Toronto and Region Conservation Authority (TRCA) is committed to the protection of the health and safety of all stakeholders and will ensure that every reasonable precaution is taken to protect them from the hazard of COVID-19.
- 1.02. In accordance with direction from public health authorities, a key element to the protection against COVID-19 is to maximize COVID-19 vaccination rates. Vaccines are one of the critical control measures for the hazard of COVID-19.
- 1.03. This Policy outlines the requirements pertaining to COVID-19 vaccination for contractors that work, in certain situations, with TRCA stakeholders.

### 2. SCOPE

- 2.01. This Policy applies to contracts and contractors where the performance of work related to a contract takes place indoors and/or where there is prolonged or regular exposure to TRCA stakeholders.
- 2.02. This Policy applies to individuals responsible for procuring goods and services and managing contractor contracts on behalf of TRCA.
- 2.03. Contractors for certain divisions may have obligations in addition to this Policy under division-specific protocols regarding COVID-19 vaccination or under regulations, legislation or guidelines applicable to them.
- 2.04. This Policy does not apply to lease/land license and food service agreements. It is expected that individuals contracting with TRCA under these terms will have their own policies and protocols that follow new and emerging public health recommendations and guidelines.

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### **3. POLICY**

- 3.01. Where this Policy applies, all TRCA contractors are required to assign representatives who are fully vaccinated with an approved COVID-19 vaccine series to perform the contract requirements.
- 3.02. Unless a legislated, contractual or regulatory exemption applies, all TRCA contractors are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. screening), using required PPE (i.e. mask/face covering), maintaining appropriate physical distancing and self- monitoring of potential COVID-19 symptoms.

### **4. RESPONSIBILITY**

- 4.01. **Human Resources** is responsible for providing support to TRCA employees relating to matters of employee, students, and volunteers COVID-19 vaccination.
- 4.02. **Managers** are responsible for:
- (a) Complying with this Policy and ensuring all applicable staff are aware of this Policy; and
  - (b) Providing support to contract administrators and site/project staff in addressing contractor performance concerns, particularly COVID-19 vaccinations issues and concerns.
- 4.03. **Supervisor, Procurement** is responsible for:
- (a) Providing support to TRCA staff relating to matters of contractor COVID-19 vaccination; and
  - (b) Ensuring that the appropriate COVID-19 vaccination requirements for contractors are included in TRCA procurement templates.
- 4.04. **Contract Administrators or Designates** are responsible for:
- (a) Managing contracts and therefore ensuring that contractors have provided confirmation that contractor representatives performing work for TRCA have been fully vaccinated;
  - (b) Ensuring that the contract is managed in accordance with the contract terms and conditions; and
  - (c) Avoiding gathering of personal health information from contractors when complying with this Policy.
- 4.05. On advice of the Chief Executive Officer, TRCA may accept, revise or rescind this Policy.

### **5. PROCEDURE**

- 5.01. TRCA requires contractors to provide a written attestation that the representatives assigned to perform the contract requirements have been vaccinated. The *Declaration of Contractor COVID-19 Vaccination* form (*Attachment 1*) will act as proof of vaccination.

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- 5.02. TRCA contractors will continue to screen for COVID-19 symptoms using the TRCA screening survey prior to attending a work site - <https://forms.trca.ca/wp/covid-19-screening-survey/>
- 5.03. TRCA will maintain contractor vaccine attestations in accordance with privacy legislation. This information will only be used to the extent necessary for the implementation of this Policy.
- 5.04. TRCA will continue to monitor the COVID-19 situation and evolving public health information to ensure we continue to optimally protect employees. Where it may be determined that additional precautions are necessary, TRCA may deploy additional measures to protect employees and the public from COVID-19.
- 5.05. Contractors that fail to comply with this Policy may be subject to the TRCA exercising its available contractual rights, up to and including termination of the contract.

## **6. DEFINITIONS**

- 6.01. **“Approved Vaccine”** at this time means a Health Canada approved vaccine series.
- 6.02. **“Contract Administrator or Designate”** means the TRCA employee who is responsible for administering a Contract for Service.
- 6.03. **“Contractor”** means any contractor, sub-contractor, supplier, and/or any other organization that provides goods and/or services to TRCA.
- 6.04. **“Fully Vaccinated”** means an individual who has received all doses required for their COVID-19 vaccine series that is approved by Health Canada or the World Health Organization. This includes receipt of both doses for a two-dose vaccine and a single dose for a one-dose vaccine.
- 6.05. **“Stakeholders”** means Employees, Volunteers, Students, Members of the Public, Officers, Patrons, and other individuals working or utilizing TRCA properties or Programs.

## **7. ADMINISTRATION**

*Administered by the Clerk’s Office*

<b>Review Schedule:</b>	1 Year	<b>Next Review Date:</b>	October 21, 2022
<b>Supersedes:</b>	NEW		
<b>Related Legislation, Regulations and Guidelines:</b>	<i>Ontario's <a href="#">Employment Standards Act, 2000, S.O. 2000, c.41</a> Ontario's <a href="#">Human Rights Code, R.S.O. 1990, c. H.19</a> Ontario's <a href="#">Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990, c. M.56</a> Ontario's <a href="#">Occupational Health and Safety Act, R.S.O. 1990, c. O.1</a></i>		

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<b>Related Policies and Policy Tools:</b>	<i>CS-3.43-P Procurement and Contractor Management – Health and Safety Compliance</i> <i>CS-3.47-P Attachment 1: Declaration of Contractor COVID-19 Vaccination Form</i> <i>HR-5.30-P COVID-19 Vaccination</i>	
<b>Revision History</b>		
<b>Version Number</b>	<b>Version Date</b>	<b>Description</b>
1	November 29, 2021	Policy went into effect.

## DECLARATION OF CONTRACTOR COVID-19 VACCINATION

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Toronto and Region Conservation Authority (TRCA) is committed to the protection of the health and safety of all stakeholders and will ensure that every reasonable precaution is taken to protect them from the hazard of COVID-19. In accordance with TRCA's COVID-19 Vaccination Policy for Contractors, TRCA requires contractors to provide written attestation that the representatives assigned to perform the contract requirements have been vaccinated.

As a condition of our contract to provide goods and services to TRCA, I, the undersigned, on behalf of the business named below, declare that:

1. The contractor has received, read and, understands TRCA's COVID-19 Vaccination Policy for Contractors.
2. The contractor verifies that all contractor representatives who will perform work indoors and/or have prolonged or regular in-person interaction with TRCA stakeholders to fulfill their contractual obligations are fully vaccinated against COVID-19 and have provided proof of vaccination to the contractor.
3. The contractor will ensure that all representatives performing work on a TRCA work site complete the COVID-19 screening survey prior to attending the work site - <https://forms.trca.ca/wp/covid-19-screening-survey/>

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Signatory Name: \_\_\_\_\_

Signatory Title: \_\_\_\_\_

I have the legal power to bind the above-named business.