

**SUBJECT: CONTRACTOR VACCINATION**

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1. POLICY STATEMENT

- 1.1** The Health and Safety of Town of Ajax (Town) employees is a top priority. As prescribed under the Occupational Health and Safety Act (Ontario), 1990, the Town is obligated as well as committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19.
- 1.2** COVID-19 vaccines provide a high level of protection against COVID-19 and related variants. In addition, it lowers the risk of serious illness and hospitalization.
- 1.3** This policy recognizes that those who are unvaccinated or not fully vaccinated pose a significantly increased risk of becoming seriously ill from COVID-19 and also of spreading the virus to others, which has a significant impact on an individual's health and well-being and access to a safe workplace.
- 1.4** To help provide protection and minimize the transmission of COVID-19 within the workplace and in the community, all Contractors are required to send fully vaccinated individuals to work on Town contracts where there will be in-person contact with Town employees or members of the public. In addition, a Contractor performing work for the Town is recommended to have a Workplace Vaccination Policy in effect for its workforce.
- 1.5** To support the elimination and reduction of risk of COVID-19 transmission, this Contractor Vaccination Policy is an important measure that complements other workplace health and safety measures and protocols in place, including but not limited to daily health screening, self-monitoring of potential COVID-19 symptoms, mandatory masking, using provided personal protective equipment (PPE), physical distancing, proper hand hygiene, and enhanced cleaning and disinfection protocols when at work or otherwise engaged in Town business.
- 1.6** It is understood that the provincial and regional approach to reducing the spread of COVID-19 continues to remain fluid and evolving. As such, this policy may be subject to amendment from time to time as required.

2. POLICY OBJECTIVE

- 2.1** To provide protection to Town employees working with Contractors and members of the public who come in contact with Contractors, and to reduce the spread of COVID-19.

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- 2.2 To outline the requirements that must be met for a contracted worker to be considered to have full vaccination status and be able to work on Town contracts.

3. SCOPE

- 3.1 This policy applies to all contracts and Contractors, including subcontractors, who have in-person contact with Town employees or members of the public in the performance of work under the contract.
- 3.2 Individuals who are performing contracted work and who are required to be vaccinated as per the Provincial Health Minister's directive have an additional obligation to comply with vaccination policies pertaining to their specific locations and/or professions/groups pursuant to legislation (e.g., paramedic services, children's services, long-term care and population health).

4. DEFINITIONS

- 4.1 **Contractor** includes any company or organization that has an agreement to provide goods and/or services to the Town, either directly or as a subcontractor, and has in-person contact with Town employees or members of the public in the performance of the work under the agreement.
- 4.2 **COVID-19** is a virus belonging to a large family of viruses called coronavirus which includes the virus that causes the common cold and more severe diseases 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.
- 4.3 **Fully Vaccinated** is an individual who has received a full COVID-19 vaccine series approved by Health Canada (e.g., two doses of a two-dose vaccine series + 14 days, or one dose of a single-dose vaccine series + 14 days). A list of vaccines approved by Health Canada can be found at <https://www.canada.ca/en/health-canada/services/drugs-health-products/covid19-industry/drugs-vaccines-treatments/vaccines.html>.
- 4.4 **Town** refers to the Corporation of the Town of Ajax.
- 4.5 **Vaccine** is defined as a substance used to stimulate the production of antibodies and provide immunity against SARS-CoV-2.
- 4.6 **Workplace Vaccination Policy** is defined as a policy implemented by the Contractor for its workforce, in line with current public health guidelines and recommendations.

5. PROCEDURE

- 5.1 The Town requires Contractors to provide a written attestation that the individuals assigned to work on Town contracts who have in-person contact with Town employees or members of the public have been Fully Vaccinated.

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- 5.2 The attestation required in 5.1 will be provided by the signing authority for the Contractor completing the Town's Contractor Vaccination Policy Attestation Form, included as a schedule to this policy.
- 5.3 All individuals assigned to Town work by Contractors, who have or will have in-person contact with Town employees or members of the public, are required to be Fully Vaccinated by March 31, 2022. A signed confirmation is to be returned to the Town no later than March 31, 2022.
- 5.4 Contractors who do not comply with this policy may be subject to the Town exercising its available contract remedies, up to and including termination of the contract.

6. RESPONSIBILITIES

- 6.1 Contractors are expected to attest to their compliance with this policy by March 31, 2022.
- 6.2 The Town's Department Contract Administrators and Project Managers, in conjunction with the Purchasing section, are expected to ensure that Contractors have attested to their compliance with this policy, as applicable and specifically the requirements under section 5.2 above, and avoid gathering personal health information of individuals performing contracted work to confirm compliance with this policy.

7. REFERENCES

- Ontario COVID-19 Portal
<https://covid-19.ontario.ca>
- Ontario Proof of Vaccination Policy
<https://www.ontario.ca/laws/regulation/200364>
- Ontario Occupational Health and Safety Act
<https://www.ontario.ca/laws/statute/90o01>
- Ontario Ministry of Health Website
<https://www.ontario.ca/page/ministry-health>
- https://www.ohrc.on.ca/en/news_centre/ohrc-policy-statement-covid-19-vaccine-mandates-and-proof-vaccine-certificates

Approved by the CAO under delegated authority from Council, pursuant to By-law 8-2020 as amended.

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**TOWN OF AJAX
CONTRACTOR VACCINATION POLICY ATTESTATION FORM**

Policy changes at the Town of Ajax related to COVID-19 have resulted in a change to the Town's Health and Safety requirements as set out in the Town's General Terms and Conditions, which your company or organization, as a Contractor, agreed to when entering into a contract with the Town.

The Town requires you to attest as follows (check the applicable box below):

- The Town of Ajax's Contractor Vaccination Policy **applies** to our company or organization, as a Contractor, **and**:
 1. I/we certify that all staff are apprised of and will comply with legislation, public health guidelines and the Town's procedures as they relate to COVID-19. It is understood that the Town may request that Contractor Staff be replaced if they are not complying with these policies and procedures and that the Contractor shall promptly facilitate the replacement; **and**
 2. I/we verify that each Contractor Staff, assigned to the Town of Ajax who will have in-person contact with Town employees or members of the public in the performance of work under the contract, has received the required number of doses of a COVID-19 vaccine, or a combination of COVID-19 vaccines approved by Health Canada and/or the World Health Organization at the correct interval, in addition to getting any required subsequent booster dose(s) in the future.
- The Town of Ajax's Contractor Vaccination Policy **does NOT apply** to our company or organization, as a Contractor.

Contractor's signed attestation is required no later than March 31, 2022.

If Contractor is unable or does not wish to provide a signed attestation, state your reason(s) in the box below:

Name of Contractor (print)

Name of Signing Authority for Contractor (print)

Signature of Contractor

Date

Send the completed form to purchasing@ajax.ca within ten (10) days of receipt.
Direct any questions related to this form to the Manager of Purchasing at purchasing@ajax.ca.