



Covid-19 Vaccination Policy

Policy Number: TRHR-22

Date of Approval: November 8, 2021

Approved by: Council

Amendment Date: February 2, 2026

Date of Review: as required

Policy Statement

The Town of Three Rivers “the Town” is committed to providing a safe and healthy work environment. The Town has a legal obligation to ensure that every reasonable precaution is taken to protect the occupational health and safety of persons at or near the workplace. This includes workplace hazards, such as COVID-19.

The Town recognizes that COVID-19 and other communicable diseases may pose workplace health risks from time to time. The Town will manage those risks in a manner that is consistent with current guidance from Prince Edward Island Public Health, while respecting employee privacy and applicable human rights obligations.

Definitions

Accommodation – Means any adjustment in the terms and conditions of employment or the physical environment, which may be required as a result of an Employee’s substantiated *Human Rights Act* entitlement, whether permanent or temporary.

Communicable Disease – An illness caused by an infectious agent that can be transmitted from person to person.

Employer – Means the Town of Three Rivers.

Facility – Includes any building, structure, vehicle or indoor area or outdoor area where an Employee of the Town attends and/or performs work.

Application

This Policy applies to all Employees, Members of Council, Members of Council Committees, and other volunteers, working in or out of Town facilities.

Guidelines

Employees are expected to follow applicable guidance issued by Prince Edward Island Public Health related to communicable diseases, including guidance respecting illness, testing, and return to work.

COVID-19 vaccination is strongly recommended in accordance with guidance from Prince Edward Island Public Health. Vaccination is not a condition of employment, and employees are not required to provide proof of vaccination to the Town for general employment purposes.

Employees who are experiencing symptoms of COVID-19 or another communicable illness, or who test positive for COVID-19, are expected to follow current Prince Edward Island Public Health guidance, including staying home from the workplace when ill or otherwise advised to do so by Public Health.

Employees who are experiencing mild symptoms and are able to attend the workplace are encouraged to take reasonable precautions to reduce the risk of transmitting illness to others, such as wearing a mask where appropriate, as a courtesy to colleagues.

Alternative Arrangements for Employees

Where necessary to address a specific workplace health and safety risk, the Town may implement reasonable temporary measures in accordance with applicable public health guidance and human rights obligations.

Non-Compliance

Employees are expected to comply with this Policy and with reasonable workplace health and safety measures implemented by the Town in accordance with applicable legislation and public health guidance.

Failure to comply with applicable workplace policies or reasonable health and safety expectations may be addressed in accordance with the Town's established disciplinary processes, up to and including discipline.

Roles & Responsibilities

The Chief Administrative Officer and delegates are responsible for the operation of this Policy.

Managers and supervisors are expected to lead by example and ensure that Employees under their direction or supervision are aware of and following the requirements of this Policy, occupational health and safety protocols and all Chief Public Health Officer Orders.

Any personal health information collected under this Policy will be handled in accordance with applicable privacy legislation and will be limited to what is reasonably necessary for workplace health and safety purposes.

Monitoring

This Policy is subject to review as guidance from the Chief Public Health Officer of Prince Edward Island, occupational health and safety protocols and public health information continues to evolve. As such, this policy will be reviewed regularly and updated as warranted.

ACKNOWLEDGEMENT & AGREEMENT

I acknowledge that I have read and understand the Respectful Workplace Policy. Further, I agree to adhere to this Policy. I understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action, up to and including termination of employment.

Employee Name (Print): _____

Employee Signature: _____

Date: _____