



AGENDA
TOWN OF PINCHER CREEK
COMMITTEE OF THE WHOLE
Wednesday October 5, 2022 AT 9:00 A.M.

1. **Call to Order**
2. **Agenda Approval**
3. **Scheduled Delegations**
4. **Committee Reports**
5. **Administration**
6. **Business Arising from the Minutes**
 - 6.1 COVID Policy Review
7. **Policy**
8. **New Business**
 - 8.1 Town's Community Calendar (No RFD)
 - 8.2 Elected Officials Training Approval (No RFD)
9. **Closed Session Discussion**
 - 9.1 Shared Services Proposal - s. 21
 - 9.2 Curling Club Design Build RFP – s. 16
10. **Adjournment**

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: COVID Policy review	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 10/5/2022

PURPOSE:

For Council to consider the COVID Vaccination Policy # 502-21

RECOMMENDATION:

That Council for the Town of Pincher Creek repeal the town's Employee Covid Vaccination Policy # 502-21 due to the Provincial mandates being discontinued.

BACKGROUND/HISTORY:

The previous Covid mandates and Restrictions Exemption program related to vaccination, working from home, rapid testing, social gathering restrictions, and masking have been discontinued by the Province of Alberta. In the Premier's announcement and direction to the Province he indicated that municipalities were not authorized to set or implement other COVID regulations. The Council directed that the COVID Vaccination Policy be reviewed again on Oct 5, 2022 Committee of the Whole meeting to allow the policy and pandemic statistics to be reviewed and considered.

ALTERNATIVES:

That Committee of the whole direct administration to maintain the suspension of the Town Employee Covid Vaccination Policy # 502-21 for a further 30 days and bring back to the next Committee of the Whole for review and evaluation of circumstances.

That Committee of the Whole accept the review of the Employee Covid Vaccination Policy as discussed.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

Council has the responsibility to set the example for health and safety for the community, and in addition to follow provincial regulations and mandates.

ATTACHMENTS:

covid policy - 2828 - 3006

CONCLUSION/SUMMARY:

Administration supports discontinuing the Employee Covid Vaccination Policy unless the need and direction is brought back by the Provincial Government.

Signatures:

Department Head:

Lannie Wilgosh

CAO:

Lannie Wilgosh





TOWN OF PINCHER CREEK POLICY



Approved by: Council	Date: December 13, 2021	Policy Number: 502-21
Reference: Council	Approval/Revision Date:	Motion #
Title: COVID-19 VACCINATION POLICY		

Policy Statement

The Town of Pincher Creek is committed to providing and maintaining a healthy and safe environment for the citizens, employees and other stakeholders of the Town of Pincher Creek. The Town of Pincher Creek has a legal obligation to protect the health and safety of employees including reducing the risk of transmission of COVID-19 in the workplace and to reduce the risk of adverse health outcomes in the event of transmission.

COVID-19 and the health threat it poses is significant and as public health measures lessen, Health Authorities maintain that vaccines are the best defense. COVID-19 is a recognized workplace hazard and vaccines and/or rapid testing are necessary to address and mitigate the risk of transmission in the workplace.

Purpose

The purpose of the COVID-19 Vaccination Policy is for the Town of Pincher Creek to:

- Mandate that all Employees be fully vaccinated, unless Exempt or;
- participate in a Mandatory Rapid Screening program within 72 hours prior to your shift;

as a condition of continued employment with the Town of Pincher Creek.

1. Definitions

- 1.1. **“COVID-19”** means the disease caused by the SARS-CoV2 virus, including any new strains of such virus, and for the purposes of this policy a reference to the “COVID-19 pandemic” includes a reference to COVID-19.”
- 1.2. **“Employer”** means the Town of Pincher Creek.
- 1.3. **“Employee”** means all of the Town of Pincher Creek employees including contract employees.
- 1.4. **“Exempt”** means an exemption from the requirement to receive a Vaccine pursuant to section 3.4 of this Policy.

- 1.5. **“Fully Vaccinated”** means a full dose or doses of a vaccine for the SARS-CoV2 virus which has been approved for use by Health Canada on an interim or permanent basis.
- 1.6. **“Rapid Screening/Rapid Screening Test”** means a test administered with nasal swabs, performed by a non-health care provider who has completed required training as outlined by Alberta Health. Rapid Screening is used in people without symptoms to identify some but not all, asymptomatic and pre-symptomatic cases of COVID-19.
- 1.7. **“Council”** means the Council of the Town of Pincher Creek, in the Province of Alberta.
- 1.8. **“Directors”** means all Director level management positions.
- 1.9. **“Policy”** means a statement of the Town’s overall intention in certain areas of responsibility. To be used for guidance when action is being taken in those areas, narrow enough to give clear guidance, but broad enough to leave room for administrative discretion.

2. **Responsibilities**

- 2.1. The Employer is responsible for:
 - 2.1.1. Establishing clinics for Employees to receive a Rapid Screening Test
 - 2.1.2. Outlining and communicating the frequency at which Employees must report to the Rapid Screening Clinic
 - 2.1.3. Maintaining records related to Rapid Screening that has been performed on Employees, in accordance with applicable privacy legislation;
 - 2.1.4. Providing training as outlined by Alberta Health to those who will be delegated to administer the rapid tests;
 - 2.1.5. Using Health Canada-approved testing devices and storing the testing devices according to the manufacturer’s instructions;
 - 2.1.6. Will provide the required PPE for the person administering the test;
 - 2.1.7. Establishing or modifying deadlines for Employees to receive a Vaccine or to submit a request to be Exempt, having regard to the availability of the Vaccine from health authorities;
 - 2.1.8. Maintaining records confirming Vaccines by Employees, and records relating to whether an Employee is Exempt in accordance with applicable privacy legislation; and;
 - 2.1.9. Proper disposal of biohazardous waste;
 - 2.1.10. Processing Employee requests to be Exempt and ensuring that such requests to be Exempt are handled pursuant to applicable human rights legislation.
- 2.2. The Employee is responsible for:
 - 2.2.1. Taking all necessary steps to protect the health and safety of themselves and others in the workplace;
 - 2.2.2. Complying with all Employer policies and protocols to address the COVID-19 pandemic;
 - 2.2.3. Providing visual confirmation of being Fully Vaccinated. This confirmation can be provided to the Human Resources department. Any confirmation provided through email or paper will be destroyed immediately after being confirmed;
 - 2.2.4. Fully cooperating with the Employer when making a request to be Exempt;
 - 2.2.5. If required, participating in the Rapid Screening Test as provided by the Employer;

3. Procedures

- 3.1. Employees can demonstrate evidence of being Fully Vaccinated to the Employer by providing visual confirmation to the Employer of being Fully Vaccinated against COVID-19.
- 3.2. Unless Exempt, all current Employees must be Fully Vaccinated or participate in the Rapid Screening Test by **January 17, 2022** as a term and condition of continued Employment.
- 3.3. Any employee who is unvaccinated and untested, will be required to maintain appropriate distancing, wear a mask and to work from home as determined by CAO to avoid contact with fellow employees and the public.
- 3.4. An Employee may request that he or she be Exempt from the requirement to receive a Vaccine due to a protected ground under human rights legislation by submitting to the Employer a request for exemption based on one of the following:
 - 3.4.1. A medical condition which, in the opinion of the physician, renders the Employee unable to safely receive a Vaccine, provided that such a request is submitted with a note or letter from such physician confirming the need for an exemption;
 - 3.4.2. A sincerely held religious belief or practice which prohibits the Employee from receiving a Vaccine, provided that such a request is submitted with records which in the opinion of the Employer acting reasonably, establishes such belief or practice;
 - 3.4.3. Where an exemption is granted under 3.3.1 or 3.3.2, the Employer will require the Employee to participate in the Rapid Screening Test program.

4. Rapid Asymptomatic COVID-19 Screening

- 4.1. Employees Exempt from Full Vaccination or who choose not to be Fully Vaccinated must participate in a Rapid Asymptomatic COVID-19 Screening Test once per week;
- 4.2. To participate in this program the Employee must be Asymptomatic
- 4.3. The Employer will provide someone to administer the COVID-19 Screening Test who is asymptomatic and has had the required training;
- 4.4. The Employee may swab themselves under the supervision of the trained individual who will then perform the test and interpret the results;

5. Positive Test Result

- 5.1. If an Employee tests Positive:
- 5.2. Employer:
 - 5.2.1. Must advise Employee that a confirmatory test through the public testing system is required;
 - 5.2.2. Employer can advise close workplace contacts to take a rapid test and monitor for symptoms
- 5.3. Employee:
 - 5.3.1. Should call 811 to schedule a public system test and inform 811 staff of positive rapid/POC test result;
 - 5.3.2. Is required to follow public health guidelines and must immediately isolate until public laboratory confirmatory test results are available;
 - 5.3.3. If the public PCR test result is negative, and the individual and close contacts remain asymptomatic, they can return back to work

6. End of Policy