



Guardian of Public Trust

September 23, 2021

BRIEFING NOTE:

Purpose: Action Information

TO: Chair and Members of Governance Committee

FROM: Bonnie Riddell, Policy & Research Analyst

SUBJECT: New EPC Policy – COVID-19

BRIEFING INTENT:

- To develop a new policy and procedure for staff and Commissioners to address COVID-19

BACKGROUND:

- COVID-19 has had a significant impact on the workplace and working conditions for both Commissioners and staff over the last 18 months.
- Many concessions and accommodations have been made in response to the emerging science, workplace data, and public health directives.
- The Commission has continued to review, revise, and adjust its hazard controls which included having the staff work from home.
- The Province of Alberta recently declared a state of public health emergency as a result of COVID-19 cases and the increase in hospitalizations.
- Most of these cases have been a result of individuals not getting vaccinated against COVID-19.

Preliminary Analysis:

Overview:

- Given this recent data, both the City of Edmonton and the Edmonton Police Service have implemented stand-alone policies and procedures that implement a COVID-19 vaccination requirement for staff as an additional precaution against the hazard of contracting COVID-19.
- Having all individuals in the workforce vaccinated is an effective engineering control to further protect against COVID-19.
- A policy was developed for the Commission that mimics the requirements in both the City's and Service's directives for their staff.
- This pandemic has been unprecedented and challenging forcing the Commission staff to adapt to manage the day to day operations including the requirements of the governance and oversight role of Commissioners.
- Having a fully vaccinated staff, including Commissioners, will assist in reducing the risk of spread in the workplace and lower the risk of severe outcomes.

Recommendations:

- 1) That the Governance Committee recommends the Commission approves the new EPC policy – COVID-19 (need to determine name of policy).

(NEW)

Effective:	Revised:
Repealed:	

3.1.7 COVID-19 POLICY

The Edmonton Police Commission (Commission) has legislative obligations to provide a safe and healthy workplace and value protecting the well-being of each other and those we serve.

The Commission is committed to safeguarding its Commissioners, staff and members of the public from the risks associated with COVID-19.

The Commission has determined that it is necessary to take additional steps to mitigate the hazards of COVID-19 by determining and outlining the requirement for all Commissioners and staff to be fully vaccinated against COVID-19, unless exempt on the basis of a protected legal ground.

Definitions:

COVID-19 Vaccine: means a vaccine authorized by Alberta Health. (e.g. Pfizer BioNTech/Comirnaty, Moderna/Spikevax, Janssen (Johnson & Johnson), AstraZeneca/COVIDSHIELD/Vaxzevria)

Fully Vaccinated: means having obtained all required doses of a COVID-19 vaccine, including having observed a two-week period following the final dose.

Protected legal ground: means a sincerely held religious belief which prohibits an individual from receiving a COVID-19 vaccine or a medical condition which prevents an individual from safely receiving a COVID-19 vaccine.

Guidelines:

1. This policy and the following procedures apply to all Commissioners and Commission staff.
2. All Commissioners and staff must be fully vaccinated against COVID-19 and provide proof of vaccination.

3. Employees who cannot be fully vaccinated on the basis of a protected legal ground (e.g. medical) may request an exemption and accommodation.
4. Commissioners who are unable to be fully vaccinated will be facilitated to attend meetings and events virtually, where possible, by either the Commission or Service.
5. The Commission will continue to manage the risks related to COVID-19 through other hazard controls such as engineering controls, administrative controls, and personal protection equipment.
6. This policy may be reviewed and revised before its scheduled review date if the circumstances warrant.

Procedures:

1. All Commissioners and staff must submit proof of two doses received in a form satisfactory to the Commission by the date determined by the Executive Director.
2. Commission employees will provide a copy of their COVID-19 vaccine immunization record that shows their name, date of vaccination, and type of dose. This record will be kept on file in accordance with retention and disposition schedules. The copy of the immunization record is transitory and will be destroyed within 30 days of review of the immunization record.
3. An employee may request an exemption from the requirement to be fully vaccinated on the basis of protected legal ground by submitting this request to the Executive Director. This request must be accompanied by a sworn or affirmed declaration of that belief or medical documentation from a physician licensed to practice in Alberta confirming that the employee cannot receive a COVID-19 vaccine.
4. Employees with an approved exemption will be accommodated as per *Occupational Health and Safety Regulations*.
5. Employees who do not provide proof they are fully vaccinated or have an approved exemption will be required to submit to ongoing COVID-19 rapid antigen testing up to twice per week at the employees own cost, unless testing is part of accommodation for a protected legal ground. The frequency of testing will be determined by the Executive Director.
6. Employees who do not comply with the testing requirements will be required to work remotely as long as it remains feasible for operations.

7. Commissioners who cannot be vaccinated on protected legal grounds and/or do not want to comply with testing requirements as outlined for employees, will not be allowed to attend in person any Service facilities or Commission office.
8. Commissioners and Commission employees who are fully vaccinated or who have an approved exemption are still required to adhere to all other City of Edmonton and Service workplace COVID-19 hazard controls.
9. All information collected under this policy and procedure is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)* and is managed and protected in accordance with FOIP. The Commission will take all reasonable security arrangements to protect this information from unauthorized access, collection, use, disclosure or destruction pursuant to Section 38 of FOIP. The information will only be retained to achieve the purposes stated above and will be securely destroyed in accordance with the Commission's retention and disposition schedules.

References:

1. *Occupational Health and Safety Act*
2. *Freedom of Information and Protection of Privacy Act*
3. *EPC Policy # 3.1.4 – Health and Safety*
4. *EPC Policy # 3.2.1 – Records Management*