

**RECOMMEND RESCINDING TO  
ALIGN WITH COE POLICY.**

<b>Effective:</b> October 28,2021	<b>Revised:</b>
<b>Repealed:</b> (insert date)	

### 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/COVISHIELD/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*