

COVID-19 VACCINATION POLICY

The Canadian Physiotherapy Association (“CPA”) is committed to providing and maintaining a safe, healthy and productive work environment for all its employees in accordance with the applicable occupational health and safety legislation. We recognize and act upon our responsibility to maintain a safe and healthy workplace including taking every precaution reasonable in the circumstances to protect the health and safety of our employees, members and volunteers. As part of this commitment, CPA adopts this policy to safeguard the health of our employees and their families; our members, volunteers and visitors; and the community at-large from COVID-19.

The purpose of this Vaccination Policy is:

1. To promote a safe working environment for all employees, members and volunteers.
2. To limit the risk of COVID-19 transmission in the workplace and the community at-large.
3. To accommodate and assist employees who are unable to receive the COVID-19 vaccine for medical or religious reasons, or on the basis of any other protected ground under the human rights legislation.

Scope

This policy applies to all persons performing work for CPA at the workplace, as well as any member of the public who wishes to attend the CPA premises for CPA-related activities or services (including an employee, member, or volunteer). CPA has adopted this policy in order to ensure the safety of our employees, members and volunteers, and to prevent the transmission of COVID-19 in our workplace and community.

Policy

In order to maintain a healthy and safe workplace, all persons attending at CPA premises (including the CPA Office and/or other venues used for CPA activities) must comply with the following requirements:

COVID-19 Vaccination and Screening:

EMPLOYEES AND VOLUNTEERS

- Prior to attending on premises for in-person activities (i.e., work, meetings, social events), employees or volunteers must confirm with Human Resources (Megan Labonte, Sr. Manager, HR & Operations) or designate, by showing official



confirmation of [full vaccination](#) status, that they have received the required doses of a COVID-19 vaccine approved by Health Canada.

All individuals are required to provide truthful information and are prohibited from misrepresenting their vaccination status.

- Following the Implementation Date, employees or volunteers *that are not fully vaccinated or that choose to not provide proof of COVID-19 vaccination*:
 - Are permitted to continue to perform work remotely if their job allows, but will not be permitted to attend at the premises in-person,
 - Will not be permitted to attend events held onsite at the premises in-person, but (where possible) arrangements will be made for these individuals to participate in and contribute to the events virtually via phone or video access.

CPA MEMBERS AND THE PUBLIC

- Following the Implementation Date, members of the CPA (not acting in a volunteer capacity) and members of the public may attend CPA activities on CPA premises for training or career advancement (where in-person attendance is required), provided they show official confirmation of [full vaccination](#) status that they have received the required doses of a COVID-19 vaccine approved by Health Canada before entering the premises.
- Where the CPA activity is held on the premises of a third party, individuals are required to comply with any vaccination or other requirements mandated for attendance on that premises, should those requirements be more rigorous than CPA's.

OTHER INDIVIDUALS

- Every effort will be made to ensure that all other categories of individuals who are scheduled to enter CPA premises (including contractors) are required to provide proof of full vaccination prior to attendance.

Accommodation:

Individuals who are unable to receive the COVID-19 vaccine on the basis of a protected ground under applicable human rights legislation will be accommodated to the point of undue hardship. Appropriate accommodation will be reviewed on a case-by-case basis and may require proof of a recent negative COVID-19 test.

Responsibilities:

Everyone is expected to perform their work and conduct themselves in a safe manner and in all ways consistent with established CPA practices. It is expected that everyone will:

- read and understand this policy and their responsibilities under it;
- cooperate with any accommodation process / work modification related to safety concerns;
- follow all workplace rules relating to COVID-19, including daily screenings, social distancing and mask wearing;
- comply with all PPE requirements of the local jurisdiction;
- only attend at the workplace if they are free from symptoms of COVID-19 (cough, fever, new loss of smell or taste, etc.);
- comply with any health and safety protocols (including vaccination mandates) required when attending at third party sites for CPA activities or training.

CPA will ensure that all employees are able to receive the vaccine. Please speak with Human Resources (Megan Labonte, Sr. Manager, HR & Operations) or designate should you require a change to your work schedule or time off from work in order to receive the COVID-19 Vaccine.

Timing

This Vaccine Policy is effective January 1, 2022 (“Implementation Date”).

No Medical Advice

The COVID-19 vaccine is a medical procedure. This Vaccine Policy does not contain medical advice.

For additional information on the COVID-19 vaccines, employees may consult:

<https://covid-19.ontario.ca/covid-19-vaccine-safety> or their personal health care provider.

Retention of Vaccination Records

Proof of COVID-19 vaccination is collected to ensure all individuals in the workplace are vaccinated and prevent the transmission of COVID-19 in our workplace. Employees will not be required to provide a copy of the proof of vaccination but will be required to allow Human Resources to view the proof of vaccination. Confirmation of vaccination will be recorded, but a copy of the proof of vaccination will not be retained. If individuals are unable to receive the COVID-19 vaccine, the individuals will be required, upon request by CPA, to disclose to CPA such documentation confirming this inability. Only those individuals responsible for administering this policy will have access to this information.

This information will be kept confidential, will not be shared with any third parties (unless required by law), and will not be used for any purpose other than the administration of this

policy. This information will not form part of an individual's employee file. The information will be retained for the later of: (1) a period of one year, or (2) until such time as the information is no longer necessary. Personal information will not be disclosed but may form part of statistics shared by CPA (for example, the percentage of the workplace that has been vaccinated).

Reprisal

CPA prohibits reprisals against employees on the basis that the employee has or has not received the COVID-19 vaccine.

Amendments to this Policy

CPA reserves the right to make amendments to this Policy as required from time to time, and as Public Health guidance and direction on COVID-19 evolves.

