



MEMO

To: All Employees
From: Harman Singh, CEO
Date: October 21, 2021
SUBJECT: Public Health Order – COVID 19 Mandatory Vaccination Protocol

The purpose of this communication is to ensure that all employees understand their and the employer's obligations in respect of the Public Health Order issued under section 32 of the *Health Protection Act*.

On October 6, 2021 the Public Health Order was amended to adopt the COVID-19 Mandatory Vaccination Protocol in High Risk Settings (the "Protocol") which contains the obligations for both employers and employees in respect of mandatory proof of vaccination in high-risk settings. We have attached a copy of this document to this communication.

Breton Ability Centre is a licensed facility under the *Homes for Special Care Act* and is required to ensure that all employees, volunteers and service providers provide proof of vaccination or proof of exception in accordance with section 3 of the attached Protocol.

The proof of vaccination or proof of a valid medical contraindication against receiving COVID-19 vaccination will be in the form indicated in the Protocol's Appendix A (Acceptable forms of proof of full vaccination) or Appendix B (Medical Accommodation Request form). The employer is entitled to commence collecting this information effective October 6, 2021 and is requiring that employees provide their written documentation to **Barbara Brenna, HR Manager or Beth MacDonald, HR Coordinator** no later than October 29, 2021. After that, the employer is requiring that employees provide any updated documentation to **Barbara Brenna, HR Manager or Beth MacDonald, HR Coordinator** no later than the 28th day of each month.

Any employee who is claiming an exception due to a prohibited ground of discrimination under the Nova Scotia Human Right Act must provide written proof of their claim by **November 5th, 2021**. We are requesting this submission prior to November 30th, 2021 to ensure that the employer has time to carefully review the claim.

Pursuant to the Protocol the Employer will ensure that the information collected is stored and managed securely. Employees are required to submit proof of vaccination or proof of exemption to the HR Department (Barb Brenna or Beth MacDonald). The information gathered will be compiled in a confidential database maintained by the HR Department and hard copies of the proof of vaccination or valid medical contraindication will be placed on each employee's medical file.

Please note that effective **October 25th, 2021** we will be making available an educational program to employees who have not provided proof as required by section 3.1 of the Protocol.

As per the Order and as described by the Protocol, Employees who do not provide the proof required by section 3.1 of the Protocol will be placed on unpaid leave.

We strongly encourage Employees to carefully review the Protocol and particularly section 4 which lays out the obligations of Employees. Thank you for your commitment to the health and safety of all our staff and residents.

Harman