



THE CORPORATION OF THE CITY OF NIAGARA FALLS

City of Niagara Falls
4310 Queen Street
Niagara Falls, ON
L2E 6X5

RE: Workplace COVID-19 Vaccination Policy

Dear City of Niagara Falls partner,

The City of Niagara Falls (the City) is committed to providing a safe working environment for our employees, our customers, and members of the public with whom we interact regularly. In doing so, the City is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazards of COVID-19. Vaccination is a key element in the protection of our City employees against COVID-19.

Please be advised, the City has established COVID-19 Vaccination requirements for all Contractor Representatives including any sub-contractors conducting work inside City facilities or private residences for a period of 15 minutes duration or greater. This direction is aligned with the City's Workplace COVID-19 Vaccination Policy. As such, effective December 1, 2021, all Contractor Representatives working within any City facilities or private residences (15 minutes or greater), will be required to be double vaccinated and sign our declaration.

Please review these requirements, ensure that you have the necessary processes in place to comply with the City's policy, sign and return the declaration below to the City Contract Administrator for the work or meeting you are attending. If you have any questions, please reach out to your City Contractor Administrator or for general questions e-mail the Procurement Division at bids@niagarafalls.ca.

Vaccination Requirement:

Full vaccination against COVID-19 is required for all our staff and our various Contractor Representatives performing duties in any City facility or private residences. We understand, there are some rare exemptions (medical and or creed under the Ontario Human Rights Code). Such valid exemptions will be accommodated on a case-by-case basis. To be deemed fully vaccinated under our Policy, a contractor and or their representatives must have received a two (2) dose vaccine series approved by Health Canada and having received the final dose of the COVID-19 vaccine at least 14 days prior to December 1, 2021.

Proof of Vaccination:

The City of Niagara Falls requires proof of vaccination from all Contractor Representatives who will be entering any City facility or private residences (15 minutes or greater). Proof means documentation verifying receipt of a vaccination series approved by Health Canada which has been provided to their employer.



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Compliance:

All employees and Contractor Representatives are required to comply with this Policy. For those with approved exemptions from being vaccinated, they must undertake a rapid antigen COVID-19 test within 72 hours prior to attending a City facility. Further, they must show the proof of a negative screen to their employer, prior to providing services or meeting in a City facility. It is the contractor's responsibility to maintain and keep on file their representatives including all sub-contractor's proof of vaccination or proof of rapid antigen test results.

NOTE:

If a Contractor Representative will only be attending City facilities to drop off deliveries and will not be accessing any buildings or facilities (with the exception of the loading docks), they are not required to comply with the City's Workplace COVID-19 Vaccination Policy.

Consequences for non-compliance:

Contractors who have not returned the below declaration will not be permitted to access City facilities. Where contractors have an ongoing contractual arrangement with the City, you will be contacted by your City of Niagara Falls Contract Administrator to discuss how to resolve compliance. Failure to comply with the contents of this policy, may result in the termination of the contract for services arrangement.

Reporting:

Under instructions issued by our Provincial Medical Officer of Health, the City is required to collect, maintain, and disclose statistical (non-identifiable) information regarding vaccination status. As a result, all Contractors will be required to report to the City:

- The number of Contractor Representatives attending/working in City facilities that have provided proof of being fully vaccinated against COVID-19;
- The number of Contractor Representatives attending/working in City facilities that provided a documented medical reason for not being fully vaccinated against COVID-19;
- The total number of Contractor Representatives attending/working in City facilities.

Additional Health and Safety requirements:

All contractor representatives must continue to self-screen for COVID-19 symptoms prior to attending any City facilities and comply with all applicable laws, regulations, and public health recommendations applicable to their services.

Unless a legislated or regulatory exemption applies, all City contractors are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19. This includes, but not limited to the following:

- Compliance with established workplace access controls (ex. screening),
- Wearing a mask or face covering,
- Maintaining appropriate physical distancing of two-metres and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in City business.

Administration of this Policy:

This policy is being administrated by the City of Niagara Falls for the benefit of its workers and visitors to its facilities. The City of Niagara Falls has the right to administer, amend or adjust the policy at its sole discretion. The City reserves the right to waive the policy for emergency services.

The City will continue to be guided by the Provincial Medical Officer of Health information and legislative requirements. These requirements may be updated as warranted by their new guidance or other changing circumstances. The City reserves the right to request additional documentation as circumstances and legal requirements evolve.

Conclusion:

The City of Niagara Falls understands that COVID-19 has impacted all of our lives and businesses and we understand that this policy may have some operational impacts on your business. Due to this we want to thank you for your cooperation with this important health and safety initiative. In order to safeguard the safety of the community.

We appreciate your understanding and support as we adjust to these new requirements.

Sincerely,

A handwritten signature in black ink that reads "Jason Burgess".

Jason Burgess

Chief Administration Officer



COVID-19 VACCINATION COMPLIANCE DECLARATION

I am a duly authorized representative of the company listed below (“Contractor”) and confirm:

- a. Contractor has verified or will verify that all Contractor Representatives including sub-contractors who will be attending City facilities or private residences are fully vaccinated against COVID-19 and have provided proof of vaccination to the City.
- b. Where a Contractor Representative including sub-contractors attending a City facility or a private residence requests an exemption on medical or other protected grounds under the Human Rights Code, the Contractor will ensure all such requests provide sufficient information to support the request.
- c. Where a Contractor Representative including sub-contractors attending a City facility or a private residence has been approved for a valid exemption, the Contractor will ensure its representative undertakes rapid antigen testing within 72 hours prior to attending a City facility and provides proof of a negative screen prior to providing services in a City facility.
- d. Contractor will submit statistical information to the City upon request regarding the number of Contractor Representatives including sub-contractors attending City facilities or private residences who are fully vaccinated, or who have an approved exemption for not being vaccinated.
- e. Contractor will ensure all Contractor Representatives including sub-contractors self-screen for COVID-19 symptoms prior to attending City facilities, using the City’s Screening App, [On-line Screening Tool](#), or attend the COVID-19 Screening Desk to be screened in person.
- f. Contractor confirms they have read and will comply with the City's Workplace COVID-19 Vaccination Policy.

Company Name: _____

Representative Name: _____

Project/Contract #: _____

Signature: _____ Date: _____