

CITY OF  
**Burlington**  
**Corporate Policy**

**Council, Boards, Committees**

**COVID-19 Volunteer Vaccination Policy**

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Approved by Council on: MMMM d, yyyy

Report Number: CC-4-21

Effective: MMMM d, yyyy

Reviewed on: MMMM d, yyyy

Amended: MMMM d, yyyy

Next Review: MMMM d, yyyy

Note:

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**Scope:**

This Policy applies to all City of Burlington volunteers that are required at any time to access indoor City facilities. The policy also applies where a volunteer is involved in a City-related program where there are traveling or transportation requirements; proof of vaccination will be required prior to the volunteer taking part in this activity.

**Objectives:**

The City's Leadership Team and Emergency Control Group established a clear objective to protect the health and safety of our community and staff and to do our part to limit the spread of COVID-19. This Policy aligns with these objectives and principles. This vaccination policy for volunteers is also a companion policy to the City's COVID-19 vaccination policy for staff.

# Corporate Policy

## Definitions:

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

| Term         | Definition  |
|--------------|---|
| Volunteer    | A person who gives freely of their time, energy and skills for public benefit, without monetary compensation (as defined by Volunteer Canada).  |
| Vaccinated   | An individual who has received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the Public Health Agency of Canada (e.g. two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series) and having received the final dose of the COVID-19 vaccine at least 14 days prior. |
| Unvaccinated | An individual that does not meet the definition of “vaccinated.”  |

## Principles:

### Mandatory Vaccination:

Effective October 22, 2021, the City of Burlington requires its volunteers to be fully vaccinated against COVID-19 in order to access indoor City facilities to undertake their volunteer duties. Proof of vaccination will be required.

Where a volunteer is involved in a City-related program where there are traveling or transportation requirements, proof of vaccination will be required prior to the volunteer taking part in this activity.

If in their volunteer capacity an individual chooses not to share the required information they will not be permitted to enter the City facility or participate in an activity as noted above.

All other public health and workplace safety measures remain in effect (patron screening, masking, physical distancing, etc.).

# Corporate Policy

## **Proof of Vaccination:**

The City of Burlington will use the Province of Ontario's vaccination certificate process in order to verify proof of vaccination. All Ontarians that received a first or second dose COVID-19 vaccine are provided a receipt at the time of vaccination. Receipts were also emailed to the address provided. These receipts may be used as proof of vaccination.

Copies of the vaccination receipts may also be downloaded or printed through the [COVID-19 vaccination provincial portal](#).

## **Verifying Identity:**

Validation of identification must also be shown along with the vaccination receipt in order to verify a match and complete the proof needed. The identification must contain name of the identification holder and date of birth. Photo identification is not required.

No health or personal information will be retained by the City. Where applicable, a secure 'checklist' may be used to indicate a 'verified' or 'not verified' status for frequent volunteers or where accessing a facility that does not have a vaccination screener at the entry point (for the purposes of the Provincial Proof of Vaccination requirements).

## **Individual Exemption:**

The City will comply with its obligations under the Ontario Human Rights Code and will comply with its duty to accommodate in appropriate cases. Those individuals who are not vaccinated for medical reasons must provide written documentation matching their name:

- Written by a physician or registered nurse by including:
  - Name and contact information of the physician or registered nurse
  - Logo or letterhead identifying the physician or registered nurse
  - Statement that there is a medical reason for the individual's exemption from being fully vaccinated against COVID-19; and
  - Any effective time-period for the medical reason which includes the date the patron is seeking access to the business or organization.

If an accommodation is required an email should be sent to [employeewellness@burlington.ca](mailto:employeewellness@burlington.ca).

# Corporate Policy

## References:

- City of Burlington COVID-19 Staff Vaccination Policy
- Province of Ontario COVID-19 vaccination provincial portal
- Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act - Version 1 – September 14, 2021
- Ontario Human Rights Code

## Roles:

### **Accountable:**

The Director of Corporate Communications & Engagement.

### **Responsible:**

The Director of Corporate Communications & Engagement and the Burlington Leadership Team will support the execution of this policy and its procedure(s).