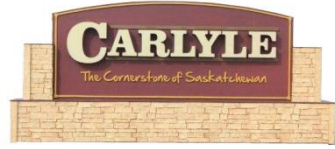


TOWN OF CARLYLE POLICY MANUAL

Policy Description: COVID 19 Policy	TOWN OF CARLYLE	
Policy Number: PER 0010	Original Date: November 17, 2021 Res. #2021-721	

POLICY STATEMENT

The health and safety of Town employees, elected officials, contractors, citizens and visitors is a priority. The Town of Carlyle is committed to acknowledging its obligation for taking every precaution reasonable and justifiable for the protection from the hazards of COVID-19.

PURPOSE

The purpose of this policy is to reduce the risks of COVID-19 in the workplace, town owned facilities as well as other public places and to provide a safe environment for employees and the public.

COVID-19 is a highly contagious communicable disease. It is indicated by federal and provincial health authorities that COVID-19 vaccines approved for use in Canada are, in combination with health and safety precautions, safe and effective ways to reduce the chances of acquiring and spreading COVID-19 in the workplace and to reduce the chances of individuals experiencing severe symptoms should they contact COVID-19. Individuals who are not vaccinated thus pose a greater risk to their personal health and safety of those around them.

This policy will be reviewed on a regular basis and amended as required as the information, data, public health guidance and provincial legislation regarding the COVID-19 pandemic changes. Notice will be given by the Town of Carlyle for the expiration of this policy once;

- i. the Federal, Provincial or local Public Health Departments have deemed the COVID-19 pandemic to have reasonably ended; or
- ii. the Town of Carlyle determines that this policy is no longer necessary for the intended purpose.

SCOPE

This policy applies to anyone entering an indoor municipally owned public facility, unless entering for purpose of essential services, including employees, contractors, students, volunteers, elected officials, facility users and its patrons.

1. DEFINITIONS

- 1.1. "Employee" shall mean all Town of Carlyle employees and staff including contractors, students, and volunteers.
- 1.2. "Contractor" shall mean contractors working in Town facilities that are open to the public, such as janitors.
- 1.3. "Elected Official" shall mean members of council and mayors elected through the process of a municipal election.

- 1.4. "Facility" shall mean all indoor public spaces which are owned, directed or maintained by the Town of Carlyle including: Carlyle Town Office, Carlyle Memorial Hall, Carlyle Curling Club, Carlyle Golf Club, Carlyle Pool, Carlyle Public Library Carlyle Sports Arena, Rusty Relics Museum.
- 1.5. "COVID-19 Vaccination" means a dose of single course COVID-19 immunization or dual course COVID-19 immunization series approved for use in Canada (as may be updated from time to time) and which currently includes:
 - i. Pfizer-BioNTech COVID-19 Vaccine/Pfizer BioNTech Comirnaty® COVID-19 Vaccine;
 - ii. Moderna COVID-19 Vaccine/Moderna Spikevax® COVID-19 Vaccine;
 - iii. AstraZeneca COVISHIELD COVID-19 Vaccine/AstraZeneca Vaxzevria® COVID-19 Vaccine; or
 - iv. Janssen (Johnson & Johnson) COVID-19 Vaccine.
- 1.6. "Fully Vaccinated" means two (2) weeks after either:
 - i. a person who has received the Single Dose of a single course COVID-19 Vaccination; or
 - ii. a person who has received the Second Dose of a dual course COVID-19 Vaccination; or
 - iii. where multiple doses of a COVID-19 multiple-dose vaccination or series of vaccination doses approved for use in Canada are required, a person who has received the most advanced vaccination dose that the individual is eligible for.

2. PROCEDURES & GUIDELINES

- 2.1. Proof of COVID 19 vaccination or Rapid Test Options: All persons entering municipal facilities must be fully vaccinated, In the case where the person does not indicate they are fully vaccinated and/or does not provide Proof of Vaccination or chooses not to disclose their vaccination status they shall provide proof of a negative test within 72hrs of entry into the facility from a Government of Saskatchewan designated lab testing facility.
 - a) Acceptable forms of proof of full vaccination are:
 - Wallet cards received at time of immunization
 - A printed copy of your [MySaskHealthRecord](#) vaccine certificate (with or without a QR code) or a 'screenshot' of your vaccine certificate (with or without a QR code) saved to your device
 - A COVID-19 vaccine printout from Saskatchewan Health Authority Public Health
 - A QR code/MySaskHealthRecord vaccine certificate uploaded to SK Vax Wallet app which will be available free from Google Play or Apple App stores
 - Official proof of vaccine documents from other governments
 - b) Proof of Negative Test: Individuals who do not have proof of vaccination have the option of providing proof of a negative COVID-19 rapid antigen or polymerase chain reaction (PCR) test result from within the previous 72 hours. This test is to be done at the expense of the individual; a list of locations and labs offering testing services is available through the Government of Saskatchewan website: www.saskatchewan.gov.sk.ca . ***Self-administered take-home rapid antigen tests (e.g. pictures of negative tests) will not be accepted as valid proof of negative COVID-19 test results.*** The lab will provide you with a **verified, negative COVID-19 test certificate**, that includes your name, date and signed by the test operator.

3. Collection of Information and Privacy Considerations

All personal information, including personal health information, will be used to verify compliance with this policy and will not be retained in any form.

4. Failure to Comply

Persons who refuse to comply with the requirements of this Policy will not be permitted entrance into public municipal facilities and may be subject to consequences, which may include disciplinary action up to and including having facility use privileges taken away.