Employee Communication
EMPLOYEE PROOF OF VACCINATION
September 22, 2021
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Please share with your teams.

KEY MESSAGES

- The Proof of COVID-19 Vaccination Administrative Policy was approved by the City Manager on Wednesday morning, September 15.
- On Thursday afternoon, September 16, the Government of Saskatchewan announced new measures to address health care capacity pressures caused by rising case rates, primarily driven by the unvaccinated population.
- Effective October 1, a proof of vaccination or negative test requirement will be applied across Saskatchewan to several establishments, businesses including fitness centres and gyms, and event venues.
- To help keep employees safe and to align with this Public Health Order, timelines on implementing proof of vaccination for City employees initially outlined in the policy have been adjusted.
- Verification of COVID-19 vaccination has begun for out-of-scope (OOS) employees and will begin September 22 for in-scope employees, starting with those in public-facing positions.
- Employee health and safety is a priority. Under legislation, the City has a responsibility to ensure that all reasonable measures have been taken to minimize the spread of COVID-19 in the workplace.
- A select team of People & Organizational Culture (POC) employees will conduct individual vaccination status meetings. They have been trained on record keeping for this specific task and have signed a Non-Disclosure Agreement.
- Meetings to verify employee vaccination status will be scheduled via Microsoft Teams where possible and in person if needed.
- These meetings will consist of one POC team member and the employee. The meetings will not be recorded.

INFORMATION

Before the verification meeting, employees will need to:
- Review the Proof of COVID-19 Vaccination Administration Policy
At the verification meeting, employees will be asked to:

- Confirm they have reviewed the Proof of COVID-19 Vaccination Administration Policy
- Present their employee photo ID and proof of vaccination record that shows their name and proof of an approved COVID-19 vaccination. All other personal information (Health Services Number, address, date of birth, age) must be blacked out.

For example:

POC team members will:

- Visually confirm employee identification and proof of vaccination. No paper copies of vaccination records will be collected or stored.
- Strictly follow all privacy protocols to ensure all confidential information regarding proof of vaccination status is visually confirmed.

QUESTIONS AND ANSWERS

How will my verification meeting be scheduled? Do I need to do anything to initiate the meeting?
POC is working with Managers and Directors to coordinate dates and times.

Do I have to get vaccinated?
Getting vaccinated helps protect you and others. Employees who choose not to get fully vaccinated, or not to disclose their vaccination status, will need to provide proof of a negative test on a consistent basis.

What is acceptable proof of vaccination?
You can show:
- a photo of a government issued vaccination card or vaccination certificate
- evidence of a government issued digital immunization record (including from a government issued digital immunization record (including from a government website such as eHealth Saskatchewan or similar agency in the Individual’s home jurisdiction
- a copy of a government email confirmation of vaccination status

What if I decline the vaccination status meeting or refuse to participate?
If you choose to not provide Proof of Vaccination against COVID-19, under the Policy, you you will be required to provide proof of a negative COVID-19 test.

If I have received one vaccination but am not fully vaccinated, do I need to provide proof of negative COVID-19?
Yes. Only employees who are fully vaccinated will be exempt from providing proof of a negative
How does testing work?
More information will be available next week on testing.

Can I work remotely if I don’t want to be vaccinated or don’t want to provide proof?
Remote work is a temporary solution to increasing COVID-19 cases. Return to the Workplace plans will resume when appropriate.

What do I do if I have a medical reason to not be vaccinated or tested?
Those who require accommodation can advise their Manager and POC.

Have Unions been consulted?
The *Proof of COVID-19 Vaccination Administrative Policy* was shared with unions/associations and OH&S committees.

Where do I find more information on the Province’s new safety measures?
Visit [Saskatchewan.ca](http://Saskatchewan.ca) for more information.