

COVID-19 Vaccination Verification**Human Resources**

General Information

SECTION 1

Driven by Department of Health (DOH) recommendations and the growing impact of COVID-19 variants of concern, the City of St. John's has decided to implement a mandatory vaccination protocol. All employees, members of Council, contractors working within City facilities, and volunteers will require proof of being fully vaccinated for COVID-19 or an approved medical exemption in order to report for work or attend any City related events or activities at our facilities. Managers/supervisors/HR representatives will be available for employees to present their validation. Once proof of vaccination or exemption is shown, you may then complete this form which will be placed on your personnel file in Human Resources. Copies of vaccination records will not be collected and stored.

"Fully Vaccinated" is defined as receiving the full series of a COVID-19 vaccine authorized by Health Canada or a combination of COVID-19 vaccines authorized by Health Canada at least 14 days before providing proof of vaccination.

Employee Declaration

SECTION 2

- I am fully vaccinated, as defined in Section 1.
- I am not yet fully vaccinated or do not plan to be fully vaccinated by December 17th 2021. I understand that if I do not provide proof of full vaccination or an approved medical exemption, I will be deemed non-compliant and will be placed on unpaid leave for a maximum of 90 calendar days. I also recognize if those 90 calendar days expire, and the requirements of the Vaccination Protocol are not met, my employment with the City will be terminated.

Employee Name (Print)_____
Employee Name (Signature)_____
Employee #_____
Date (yyyy-mm-dd)

Manager Verification

SECTION 3

I certify that I have reviewed a government issued proof of vaccination for the above employee that demonstrates that they meet the criteria of "Fully Vaccinated", as defined in Section 1.

Manager Name (Print)_____
Manager Name (Signature)_____
Date (yyyy-mm-dd)

Privacy Notice

SECTION 4

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is only used for of the purposes of implementing the mandatory COVID-19 vaccination program and monitoring compliance, managing accommodation requests, and for informing and continuously improving policies and procedures relating to the health and safety of our employees. Questions about the collection and use of the information may be directed to the Manager of HR Advisory Services, Leanne Piccott at 576-3179 or lpiccott@stjohns.ca.

ST. JOHN'S

NEWFOUNDLAND AND LABRADOR, CANADA