

COVID-19: Vaccination Policy

Policy Statement

At Alliance Employment Services, our main priority is the health and safety of all our employees. We are committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19. Vaccination is a key element in this effort. This Policy is designed to maximize COVID-19 vaccination rates among our employees as one of the critical control measures against COVID-19. To this end Alliance Employment Services employees and candidates are encouraged and expected to be fully vaccinated against COVID-19.

Background and Current Situation

Full vaccination has been shown to be effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 and COVID-19 variants.

Given the continuing spread of COVID-19 in communities within Ontario, the compelling data demonstrating a higher incidence of COVID-19 among the unvaccinated population and the increasing levels of contact between individuals as businesses, services, and activities have reopened, it is important for Alliance Employment Services' employees to be fully vaccinated in order to protect themselves against serious illness from COVID-19 as well as to provide indirect protection to others, including colleagues and our business clients.

Application

This policy applies to all Alliance Employment Services' employees, candidates and applicants. For the purpose of this policy only, reference to "employees" shall also be read to include candidates and applicants.

As an employer whose associates work in person on the clients' premises, Alliance Employment Services respects and complies with our clients individual policies. To that extent employees who are on assignments will comply with specific assignment client's vaccination policies in addition to this policy.

All existing and new Alliance Employment Services employees are encouraged and expected to be fully vaccinated against COVID-19 and should know that most of our business clients started enforcing the full vaccination status policies.

Employees who do not have a full vaccination status may have limited assignment options and in some cases may be required to stay off the assignment until they get fully vaccinated or changes in provincial guidelines regarding vaccination. If the assignment client's policies do not allow unvaccinated workers on their premises the unvaccinated employees may be faced with the assignment interruption or dismissal from the assignment. If we find an alternative assignment not requiring vaccination, unvaccinated employees may be offered a re-assignment. Re-assignments are not guaranteed and are subject to a limited availability.

Continued Compliance with all Health and Safety Precautions

Unless a legislated or regulatory exemption applies, all Alliance Employment Services employees are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when on an assignment.

Vaccination Requirement

All Alliance Employment Services employees are required to disclose to Alliance Employment Services about their COVID-19 vaccine status by October 31, 2021. All new employees starting after October 31, 2021 will also be required to disclose their vaccination status. Vaccination status disclosure can be made in the form of Attestation that the employee is fully vaccinated. Attestation will need to be made via provided Attestation form.

Fully vaccinated status means: employee received a single dose vaccine series (e.g. Johnson and Johnson) or two dose vaccine series for all other Vaccine brands more than 14 days ago.

Proof of Vaccination

Alliance Employment Services will require the proof of vaccination from employees **only** if it is requested by the assignment client. The collected information may be shared with the assignment client upon request. In most other cases employees will be required to present a proof of vaccination directly to the assignment client. **Proof of vaccination means;** documentation verifying receipt of a vaccination series approved by Health Canada.

Employees who by October 31, 2021 disclosed that they have not received two doses of COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), or who have not disclosed their vaccination status as required, will be considered unvaccinated.

Employees are required to update their vaccination status as soon as they obtain each dose of COVID-19 vaccine.

When collected, Alliance Employment Services will store vaccination disclosure information, including documentation verifying receipt of a vaccination series in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace. The collected information will be destroyed when the province of Ontario announces that Covid-19 vaccination is no longer necessary.

Accommodations

Employees who are unable to complete their vaccination series for medical reasons must provide accommodation requests in a written format, which should be submitted along with the written proof of the need for accommodation (e.g. in the case of a request for a medical accommodation, medical documentation from a physician or nurse practitioner, including whether a medical reason is permanent or time-limited).

For employees who provided a valid accommodation request and the assignment client was not able to accommodate such request, every effort will be made to offer assignments from within the assignment option that do not require vaccination status if such will be available or employees who provided a valid accommodation request will be offered an unpaid leave. Unvaccinated employees will be welcome to return to work when it's safe for them to return or if we find an assignment that will not require full vaccination status.

Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

Alliance Employment Services will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of employees in the workplace and the clients that they serve. To that end, Alliance Employment Services will continue to assess other available workplace risk mitigation measures, including, for example, requiring proof of a negative COVID-19 test, etc. If it is determined that additional precautions are necessary, Alliance Employment Services may decide to deploy new measures (including at an individual level) to protect employees, clients, and the public from COVID-19 and may amend this policy accordingly and/or communicate the required precautions to impacted employees.

Consequences of Non-Compliance with Policy

Employees who do not comply with this policy may be subject to discipline, up to and including dismissal.

The new unvaccinated employees will be faced with less assignment options than may be available to the vaccinated workers. The limit of assignments in such situations is due to the fact that most of our business clients have introduced a full vaccination policy at workplaces.

The unvaccinated employees already on assignments may also be faced with the assignment interruption or dismissal from the assignment if the assignment client policies do not allow for unvaccinated workers on their premises.

In such a situation the existing unvaccinated employees will be faced with: an offer of reassignments, if such will be available, from the assignment options that do not require vaccination or will be offered to go on unpaid leave of absence. If the assignment employee is refusing a comparable reassignment, such employees will be deemed to have abandoned their employment.

Privacy

Vaccination status of employees will be used by Alliance Employment Services to mitigate the health-related risks of COVID-19. Knowing our workers' vaccination status is important to help us take appropriate action quickly, in the event of COVID-19 cases in the workplace, to protect employees and clients, their families, and the general public at large.

When collecting information about a worker's vaccination status:

- Personal information, including personal health/vaccination information, is kept in a secure manner and only used for the valid purpose for which it is collected.
- The information will be kept for a limited time and will be destroyed as soon as the Government's mandate in regards to COVID-19 Pandemic is lifted.

Staff contact

- If you have any questions or concerns about the vaccination policy, to request accommodation, or for more information on how to comply with the policy, please contact Victoria Gamaniouk 416-739-8061 ext 226.
- If requested, prove of vaccination should be provided to Victoria Gamaniouk by email at vicki@allianceemployment.a

Effective Date

October 1, 2021