

# Mandatory COVID-19 Vaccination Policy for Suppliers

Original Implementation Date: January 6, 2022      Approved by: Jacques Dubé, CAO  
Date of Last Revision:      Approved by:  
Effective Date of Last Revision:      Approved by:

## 1 - Policy Name

Mandatory COVID-19 Vaccination Policy for Suppliers

## 2 - Purpose

The health and safety of HRM Employees and the public that they serve is a priority. HRM is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of HRM Employees and the public from the hazard of COVID-19. Vaccination is a key element in the protection of HRM Employees against COVID-19. To this end, Suppliers will be required to ensure their Personnel are Fully Vaccinated against COVID-19 when entering HRM Workplaces and/or interacting with HRM Employees or the public.

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 and COVID-19 variants, 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 all those present in HRM Workplaces to be Fully Vaccinated in order to protect themselves against serious illness from COVID-19 as well as to provide indirect protection to others.

## 3 - Objectives

- To maximize COVID-19 vaccination rates as one of the critical control measures for the hazard of COVID-19.
- To meet HRM's legal obligation to provide a healthy and safe workplace.

## 4 - Scope

This policy applies to all new and existing Contracts and Suppliers where there is, or may be, in-person interaction between Supplier Personnel and HRM Employees or the public in the performance of the Contract. This includes Suppliers whose Personnel enter HRM Workplaces.

## 5 - Definitions

**Contract** – means a contract for goods or services between HRM and a Supplier

**Contract Manager** - HRM's primary contact identified in the Contract and/or providing direction and oversight to the Supplier.

**Fully Vaccinated** - In Nova Scotia, a person is considered [fully vaccinated](#) 14 days after receiving a full series of a Health Canada approved vaccines. For information on how to provide proof of full vaccination, please refer to the Province of Nova Scotia's most recent [Public Health Guidance](#).

**HRM** – Halifax Regional Municipality.

**HRM Employees** – Civil servants and other direct employees of HRM

**HRM Workplaces** – HRM workplaces are sites or places of work owned or operated by HRM, including leased spaces, and such sites or places of work may be located inside buildings, facilities or similar structures or outside on real property.

**Partially Vaccinated** - A person who has received at least one dose of a [Health Canada authorized vaccine](#), but has not received a full vaccination series, and does not meet the definition of Fully Vaccinated.

**Personnel** - Any employee, personnel, subcontractor, agent, representative or member of the Supplier (e.g. Commissionaires, cleaners, consultants, mail services, trainers, videographers, equipment technicians, etc.).

**Proof of Full Vaccination** – The Province of Nova Scotia's [Proof of Full Vaccination Protocol](#) outlines government issued documents that meet Health Canada criteria.

**Supplier** - A person/firm engaged by Contract to provide a service and/or goods to or on behalf of HRM, commonly referred to as consultants, agents, suppliers, vendors, landlords or tenants or service providers.

**Visitor** – A visitor is any person entering an HRM Workplace that does not have a HRM identification card or access pass.

## 6 - Roles and Responsibilities

### Attestation Process

Suppliers are required to attest and ensure that all Personnel (with the exception of Personnel with a valid medical exemption) that the Supplier will provide, assign or direct to enter any HRM Workplace or physically interact with HRM Employees, or the public on HRM's behalf, will be Partially Vaccinated as of January 20, 2022 and Fully Vaccinated as of March 31, 2022. Completed attestation Forms are to be emailed to [Procure@halifax.ca](mailto:Procure@halifax.ca).

Once HRM has received a completed attestation form from an existing Supplier, then, unless the Supplier subsequently notifies HRM of a change to its Proof of Full Vaccination, the

submitted attestation form shall be applied by HRM to all of the Supplier's existing and future Contracts with HRM. The Supplier need not submit an attestation form for each existing or future Contract it has entered into with HRM.

### **Future Contracts and Suppliers**

Effective January 20, 2022, bidders for Contracts will be required to confirm they will comply with this policy. A completed attestation form will be required prior to the awarding of Contracts to new Suppliers.

### **Monitoring**

All Supplier Personnel entering HRM Workplaces must be able to provide Proof of Full Vaccination upon request.

Supplier Personnel are requested to carry their Proof of Full Vaccination at all times to avoid possible removal from a HRM Workplace.

HRM will periodically monitor adherence to this policy by requesting to see Proof of Full Vaccination. Many Suppliers may be asked to show Proof of Full Vaccination to enter HRM Workplaces in the same way visitors are being asked.

Supplier Personnel may be asked to show Proof of Full Vaccination to enter HRM Workplaces in the same way Visitors are being asked.

## **7 - Policy Regulations**

### **Mandatory Vaccination**

Unless exempt under this policy, all Supplier Personnel entering HRM Workplaces and/or interacting with HRM Employees or the public in the performance of a Contract must be Partially Vaccinated no later than January 20, 2022 and Fully Vaccinated no later than March 31, 2022.

Some exceptions apply:

- Suppliers who solely provide goods and whose Personnel do not need to be physically on, or in, an HRM Workplace.
- Suppliers who provide services virtually with no requirement for their Personnel to interact with HRM Employees or the public.
- Suppliers who perform work outside of the HRM Workplace and whose Personnel do not interact with HRM Employees or the public (e.g. some window cleaning, snow plowing, landscaping and park maintenance activities.)
- Supplier Personnel with a valid medical exemption.

Supplier Personnel requesting a medical exemption require a [valid medical exemption \(Valid Medical Contraindication\)](#) for the COVID-19 vaccination from a licensed healthcare provider such as a physician or nurse practitioner.

Suppliers are required to advise the Contract Manager of medical exceptions (numbers and locations but not Personnel names).

In the case of valid medical exceptions, Suppliers will be requested to provide the steps the Supplier proposes to undertake to mitigate any associated risks and to work with the Contract Managers on other protective measures.

### **Consequences of Non-Compliance**

Suppliers who do not comply with this policy may be subject to HRM exercising its available contract remedies, up to and including termination of the Contract.

### **8 - Repeal**

N/A

### **9 - Effective Date**

This policy comes into effect January 6, 2022.

### **10 - Related Policies and Practices**

*Mandatory Covid-19 Vaccination Policy (for HRM Employees)*

### **11 - Policy Review**

HRM will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, including epidemiology, to ensure that it continues to optimally protect the health and safety of HRM Employees in the workplace and the public that they serve. If it is determined that additional or modified precautions are necessary, HRM may decide to deploy new measures (including at an individual level) to protect HRM Employees and the public from COVID-19 and may amend or rescind this policy accordingly and/or communicate the required precautions to Suppliers.

### **12 - Contact**

After reviewing the information and links provided here, Suppliers are encouraged to reach out to their Contract Manager with questions about this requirement.

### **13 – Attachments**

Appendix A – Attestation Form

Appendix B - Frequently Asked Questions

## HRM Supplier Attestation Form COVID-19 Vaccination Requirement

### INSTRUCTIONS

Suppliers providing goods and/or services to HRM are required to ensure their Personnel who are entering any HRM Workplace or physically interacting with HRM Employees or the public on HRM's behalf are Partially Vaccinated as of January 20, 2021, and Fully Vaccinated as of March 31, 2022.

HRM does not require a Supplier Attestation Form where:

1. Suppliers who solely provide goods and do not need to be physically on, or in, and HRM Workplace.
2. Suppliers who provide services virtually with no requirement to interact with HRM Employees or the public.
3. Suppliers who perform work outside of the HRM Workplace and do not interact with HRM Employees or the public (e.g. some window cleaning, snow plowing, landscaping and park maintenance activities.)

This Supplier Attestation Form must be completed and signed by a representative of the Supplier and submitted by email to [Procure@halifax.ca](mailto:Procure@halifax.ca).

Should accommodation and mitigation measures be required, the Supplier must contact the Contract Manager immediately to discuss the accommodation and mitigation in question in order to avoid delays or impacting contract performance. The Supplier Attestation Form will only be considered complete once accommodation and mitigation measures have been approved by the Contract Manager, as applicable.

In the event the Supplier becomes aware that accommodation and mitigation measures are required after a Supplier Attestation Form has been submitted to and accepted by HRM, the Supplier must immediately notify the Contract Manager in writing in order to avoid nullification of its previously submitted Supplier Attestation Form.

Suppliers who do not comply with the Supplier Attestation Form, or who submit false or misleading information, may be subject to measures up to and including Contract termination.

No personal health information of the Supplier(s) will be collected or kept.

# HRM Supplier Attestation Form

## COVID-19 Vaccination Requirement

### DEFINITIONS

“**Contract**” means a contract for goods or services between HRM and the Supplier.

“**Contract Manager**” means HRM’s primary contact identified in the Contract and/or providing direction and oversight to the Supplier.

“**Fully Vaccinated**” means a person is considered fully vaccinated against COVID-19 fourteen (14) days after receiving a full series of a [Health Canada approved vaccines](#).

“**HRM**” means Halifax Regional Municipality

“**HRM Employees**” means civil servants and other direct employees of HRM.

“**HRM Workplaces**” means any of HRM’s workplaces, sites or places of work owned or operated by HRM, including leased spaces, and such sites or places of work may be located inside buildings, facilities or similar structures or outside on real property.

“**Medical Exceptions**” means a [medical exception](#) to the proof of vaccine protocol which requires a [valid medical contraindication](#) for the COVID-19 vaccination letter from a licensed healthcare provider such as a physician or nurse practitioner.

“**Partially Vaccinated**” means a person who has received one dose of a [Health Canada authorized vaccine](#), but has not received a full vaccination series, and does not meet the definition of Fully Vaccinated.

“**Personnel**” means any employee, personnel, subcontractor, agent, representative or member of the Supplier (e.g. Commissionaires, cleaners, consultants, mail services, trainers, videographers, equipment technicians, etc.).

“**Supplier**” means a person/firm engaged by Contract to provide a service and/or goods to or on behalf of HRM, commonly referred to as consultants, suppliers, vendors landlords or tenants or service providers.

I, \_\_\_\_\_ (*first and last name*), as the representative of \_\_\_\_\_ (*name of business*) (the “**Supplier**”), warrant and certify that all Personnel (with the exception of Personnel with a valid [Medical Exemption](#)) that the Supplier will provide, assign or direct to:

- a) enter any HRM Workplace; **or**

b) physically interact with HRM Employees or the public on HRM's behalf

will be:

- a) Partially Vaccinated as of the 20<sup>th</sup> day of January, 2022; **and**
- b) Fully Vaccinated as of 31<sup>st</sup> day of March, 2022

until such time that HRM indicates that the COVID-19 vaccination requirements are no longer in effect.

I certify that Personnel who are unable to be either Partially Vaccinated or Fully Vaccinated due to an approved and valid [Medical Exemption](#) are and will continue to be subject to accommodation and mitigation measures during the applicable Contract period, and that these measures have been presented to and approved by HRM.

I certify that all Personnel provided by the Supplier have been notified of the COVID-19 vaccination requirements of HRM, and that the Supplier has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of all Contracts, until such time that HRM indicates that the COVID-19 vaccination requirements are no longer in effect. I understand that the certifications provided to HRM are subject to verification at all times.

I certify that Supplier Personnel coming into HRM Workplaces have been requested to carry their proof of vaccination at all times to avoid possible removal from a HRM Workplace.

I certify that all Personnel have been notified they are expected to continue to comply with health and safety measures while in HRM Workplaces, including but not limited to wearing a mask, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms or such other measures as may be requested by HRM, until such time that HRM indicates that these health and safety measures are no longer required. I also understand that HRM will declare a Supplier in default if an attestation is found to be untrue, whether made knowingly or unknowingly. HRM reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by HRM will constitute a default under all applicable Contracts.

As the individual signing this attestation on behalf of the Supplier, I represent and warrant that I am duly authorized to bind the Supplier to the terms of this attestation.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B - Frequently Asked Questions

### When does this requirement come into effect?

This policy is applicable as of January 6, 2022.

### Why is this requirement being put in place?

The ongoing presence of COVID-19 poses a significant risk to our population, including HRM Employees and the public we interact with. This direction is aligned to the requirement for all HRM Employees to be fully vaccinated and contributes to maintaining safe and healthy HRM Workplaces.

### Who may I ask questions about this?

After reviewing the information and links provided here, Suppliers are encouraged to reach out to their Contract Manager with questions about this requirement.

### How do I know what is valid proof of full vaccination?

The Province of Nova Scotia's [proof of full vaccination protocol](#) outlines what fully vaccinated means and what information is required on records to prove full vaccination. There is also a Province of Nova Scotia [guide for businesses and organizations](#) that gives step by step instructions and a [guide for the public](#) on what to expect when going places where proof of full vaccination is required.

### Who is responsible for checking proof of vaccination for Suppliers?

Suppliers are responsible to check their Personnel, including employees' and sub-contractors', proof of vaccination and to attest to it. Contract Managers and HRM staff located at HRM Workplaces will periodically monitor adherence to this policy by requesting to see proof of vaccination from Supplier Personnel.

Supplier Personnel must be prepared to show proof of vaccination at any time while accessing HRM Workplaces.

For guidance on how to check Proof of Full Vaccination please consult the Province of Nova Scotia's [Public Health Guide](#).

### What are medical reasons for not getting vaccinated?

There is limited number of specific [medical reasons](#) why someone should not or cannot get COVID-19 vaccine. They include:

- a history of severe allergic reaction (like anaphylaxis) after previous administration of a COVID-19 vaccine using a similar platform (mRNA or viral vector)

- allergy to any component of the specific COVID-19 vaccine or its container (polyethylene glycol for Pfizer's Comirnaty and Moderna's Spikevax COVID-19 vaccines)
- a history of major venous or arterial thrombosis with thrombocytopenia following vaccination with AstraZeneca's Vaxzevria COVID-19 vaccine
- a history of capillary leak syndrome following vaccination with AstraZeneca's Vaxzevria vaccine
- a history of myocarditis or pericarditis after a first dose of an mRNA COVID-19 vaccine (Pfizer Comirnaty or Moderna Spikevax)
- experiencing a serious adverse event after receiving your first dose of COVID-19 vaccine (a serious adverse event is defined as life-threatening, requires in-patient hospitalization or prolongs an existing hospitalization, results in persistent or significant disability, incapacity or in a congenital anomaly or birth defect)

Additionally, as a precaution, the National Advisory Committee on Immunization recommends that people who experienced myocarditis and/or pericarditis after a first dose of an mRNA COVID-19 vaccine (Pfizer or Moderna) should wait to get their second dose of mRNA vaccine until more information is available.

Immunosuppression, auto-immune disorders, pregnancy and breastfeeding are not medical reasons that prevent people from getting COVID-19 vaccine.

#### **What if some of my Personnel will not become fully vaccinated?**

Suppliers MAY be required to provide substitute Personnel or work with Contract Managers to meet the terms and conditions of the Contract. Suppliers who are unable to comply with this policy may be subject to HRM exercising its available contract remedies, up to and including termination of the Contract.

#### **What if a Supplier's Personnel , including any employees or subcontractors working on an HRM project, chose not to be vaccinated?**

If Supplier's Personnel can continue to meet the requirements of the contract while working remotely, and any other Personnel that are working in an HRM Workplace are vaccinated then the Supplier is considered to be "Fully Vaccinated". In this situation, the Supplier is confirming that the Supplier will not send anyone to an HRM Workplace who is not vaccinated in accordance with the Policy. Otherwise, this Supplier may be subject to HRM exercising its available contract remedies, up to and including termination of the Contract

Please note that all Supplier Personnel entering HRM Workplaces must be able to provide Proof of Full Vaccination upon request from the Contract Manager or front desk reception.

#### **Are there any HRM Workplaces, or is there any circumstance, where a Supplier's Personnel can perform work for HRM without being vaccinated in accordance with the provisions of the policy?**

While it is HRM's hope that all Supplier Personnel meet the requirements of the Policy, there are certain situations where a Supplier will not be required to provide an attestation and these situations are outlined in the Policy. In general, if a Supplier's Personnel is performing work for HRM in accordance with a contract, and such work occurs at a location where there is no interaction with HRM Employees or the public, then it is anticipated the Policy would not apply and an attestation would not be required. Examples of these types of work may include the collection of solid waste, the operation of a snowplow or vegetation management alongside roadways. Suppliers should consult with their Contract Manager should they believe they have a situation that would not require an attestation form to be completed and submitted.

Please note that all Supplier Personnel entering HRM Workplaces must be able to provide Proof of Full Vaccination upon request from the Contract Manager or front desk reception.