

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.

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 20th day of January, 2022; **and**
- b) Fully Vaccinated as of 31st 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: _____