

Key Components of a Workplace Vaccination Policy

Employers have an obligation to maintain a safe work environment for their workers. To help reduce the risk of COVID-19 transmission, all employers should establish a workplace vaccination policy. Key components of a vaccination policy include:



Scope and Purpose

Explain the purpose of the policy, the risk of COVID-19, who the policy applies to and that the policy may change as the pandemic changes and/or legislation or public health advice changes.



Actions required

State specific actions workers must take, including providing proof of vaccination. State the requirements for workers who choose not to get vaccinated, such as providing a medical exemption or completing a vaccination education course.



Deadlines

Specify when workers must demonstrate compliance with the policy.



Supports available

Show your commitment to supporting workers to get vaccinated. This may include: paid time off, reminders of 3 paid sick days entitlement, transportation support, etc.



Requirements for unvaccinated workers

List options for workers who do not get vaccinated for reasons protected by Ontario's Human Rights Code, including use of additional PPE or reassignment/paid or unpaid leave during an outbreak.



Consequences of not complying with the policy

Outline the potential consequences for workers who do not fulfill the requirements of the policy.



Privacy considerations

State how you will protect workers' vaccination information in accordance with applicable privacy legislation. Specify how individual vaccination status of workers will be used to mitigate the health-related risks of COVID-19.



Staff contact

Identify the staff person workers should contact if they have questions about the policy and who they should provide their proof of vaccination to.



Continued adherence to COVID-19 prevention measures

Continue strict adherence to established COVID-19 public health measures outlined in provincial guidelines and Halton Region Public Health guidance.

More details about each of these components is available at [COVID-19 Resources for Businesses page](https://www.halton.ca/COVID19) on [halton.ca/COVID19](https://www.halton.ca/COVID19).

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