



VANCOUVER PARK BOARD POLICIES AND PROCEDURES

POLICY TITLE: COVID-19 Mandatory Vaccination – Contractors (<i>PROPOSED</i>)	
CATEGORY: Administrative	POLICY NUMBER: <i>tbd</i>

PURPOSE

The purpose of this policy is to require all workers and volunteers of Vancouver Park Board contractors and of their subcontractors who enter a Park Board workplace after February 28, 2022 to be fully vaccinated against COVID-19.

Vaccination is a reasonable measure that supports the commitment of the City of Vancouver and Board of Parks and Recreation to minimizing the ongoing health and safety hazards and operational impacts of COVID-19 in relation to employees, volunteers, the public we interact with and the safety of the community overall..

SCOPE

This policy applies to all workers and volunteers of the Park Board’s contractors and of their subcontractors. Only those contractor or subcontractor workers and volunteers who enter a Park Board workplace after February 28, 2022 are required to comply with this policy.

DEFINITIONS

“Park Board workplace” - Any worksite, location or facility where Park Board staff are present or Park Board work is performed.

“contractor” - A party engaged by the City that supplies goods or services to the City provided such party is not the Vancouver Public Library or the Vancouver Police Department.

“fully vaccinated” - A person is fully vaccinated when they have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines that are accepted by the BC Centre for Disease Control.

“subcontractor” - A party that supplies good or services to a contractor.

POLICY STATEMENTS

1. Requirement to be Fully Vaccinated

- 1.1. This policy applies to all workers and volunteers of the Park Board’s contractors and of their subcontractors. All such workers and volunteers who enter a Park Board workplace after February 28, 2022 must be fully vaccinated against COVID-19.
- 1.2. All contractors shall cause their workers and volunteers, their subcontractors and the workers and volunteers of their subcontractors, to comply with this policy. Any non-compliance by any of the foregoing may be deemed by the Park Board to be in non-compliance of a Park Board contractor.

- 1.3. Existing and prospective contractors shall comply with any measures implemented by the Park Board from time to time to seek information from contractors regarding their intent or ability to comply, or to confirm their compliance, with this policy including, without limitation, providing the Park Board with written acknowledgments, written certifications or other relevant information.
- 1.4. This policy is in addition to, and all contractors are required to continue to follow, the Park Board's COVID-19 policies, procedures and requirements as well as related public health requirements or guidelines in BC.

2. Exclusions

- 2.1. Unless the Park Board determines otherwise, this policy does not apply to:
 - 2.1.1. Contractors and their subcontractors that only make deliveries at, or pick-ups from, a Park Board workplace,
 - 2.1.2. Lessees, licensees or tenants of the Park Board, or
 - 2.1.3. Property owners, property managers or their contractors and subcontractors of Park Board workplaces in respect of which the Park Board is a lessee, licensee or tenant.

3. Exceptions

- 3.1. The Park Board may permit limited exceptions from the requirements of this policy at its sole discretion. Contractors may request exceptions in accordance with the process established by the Park Board. Limited exceptions that may be permitted may include an exception to facilitate emergency or highly specialized work or to facilitate a contractor's efforts to provide a workplace accommodation for an employee whose request for an accommodation on the basis of protected legal grounds under the BC Human Rights Code is approved by the contractor.
- 3.2. If an exception is permitted, the Park Board may impose limitations or conditions necessary to mitigate any health and safety risks.

4. Accommodations under BC Human Rights Code

- 4.1. It is a contractor's responsibility to have in place processes for managing workplace accommodation requests from its own workers and volunteers.
- 4.2. The Park Board will comply with its obligations to accommodate in accordance with the BC Human Rights Code.

5. Non-Compliance

- 5.1. Contractors that do not comply with this policy are not authorized to enter, may be denied entry into, or may be removed from, a Park Board workplace at the contractor's expense.
- 5.2. The Park Board reserves all legal rights in respect of any contractor that does not comply with this policy up to, and including, termination of a contract between the Park Board and a contractor.

5.3. Any contractor providing false or misleading information may be deemed to be non-compliant with this policy.

6. Access to Information

6.1. Contractors shall obtain and maintain, and shall provide to the Park Board upon request, such information as is reasonably necessary to establish the contractor's compliance with this policy.

7. Privacy

7.1. Contractors shall not disclose any personal information, as such term is defined in the BC Freedom of Information and Protection of Privacy Act ("FIPPA"), of their workers or volunteers, or of their subcontractors' workers or volunteers, unless the Park Board requests such information. If the Park Board makes this request, contractors are responsible for obtaining the permission of such persons if required and otherwise complying with all applicable laws regarding the collection, retention and disclosure of such information. The Park Board has legal authority to collect personal information for the purposes of this policy under Section 26(c) of FIPPA. Questions may be directed to contractorvaccinationpolicy@vancouver.ca.

7.2. Any personal information submitted by a contractor to the Park Board under this policy will be collected, retained and protected by the Park Board in accordance with FIPPA.

7.3. The Park Board will only use personal information submitted by a contractor under this policy to carry out the purposes of this policy and in accordance with FIPPA.

8. Duration and Review

8.1. Due to the evolving nature of the COVID-19 pandemic, this policy will be reviewed periodically and may be amended or revoked as circumstances warrant.

RELATED POLICIES

[City of Vancouver COVID-19 Mandatory Vaccination Policy](#) (ADMIN 049)

[City of Vancouver COVID-19 Mandatory Vaccination – Contractors Policy](#) (ADMIN 056)

APPROVAL HISTORY

PREPARED BY: Strategic Operations & Board Relations	APPROVED BY: Vancouver Park Board	DATE: February 28, 2022
AMENDED BY:	APPROVED BY:	DATE: