



Legislative Assembly Building COVID-19 Vaccination Policy Guidelines

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1. PURPOSE

The Legislative Assembly Building COVID-19 Vaccination Guidelines have been developed to provide direction and information about the implementation of the Legislative Assembly's Building COVID-19 Vaccination Policy (Policy). They are also intended to provide employees with the information necessary to arrange for vaccination, if necessary, and to obtain proof of vaccination documentation ahead of the November 22, 2021 implementation date.

2. POLICY BASE

These Guidelines are consistent with and support the implementation of the Legislative Assembly's Building COVID-19 Vaccination Policy.

3. SCOPE

The Policy concerns vaccination against COVID-19, or Coronavirus disease, an infectious respiratory illness caused by Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2), and the implementation of other workplace safety precautions in lieu of vaccination.

This Policy and the present Guidelines apply to all persons who enter the Legislative Assembly Building and are eligible to be vaccinated and who will be required to be fully vaccinated by November 22, 2021.

Unless and until provided otherwise by Motion of the Legislative Assembly, this Policy does not apply to Members attending the Legislative Assembly Building for the purposes of attending and participating in a sitting, committee meeting or other proceeding of the Assembly, either in-person or by remote means. For greater certainty, this Policy does apply to Members attending the Legislative Assembly Building in-person for purposes other than attending and participating in a sitting, committee meeting or other proceeding of the Assembly.

4. DEFINITIONS

The following terms apply in these Guidelines:

- a) **Board of Management** – The Legislative Assembly's Board of Management established pursuant to s. 36 of the *Legislative Assembly and Executive Council Act* (LAECA), which is responsible for establishing policies for all services to be provided to Members and management of the Legislative Assembly Building .
- b) **Clerk** - The person appointed by the Commissioner, on the recommendation of the Board of Management, approved by motion of the Legislative Assembly, pursuant to s. 54 of LAECA.

- c) **Contractors** – All individuals engaged to provide services with or without remuneration of behalf of the Legislative Assembly. For greater clarity, this would include Constituency Assistants.
- d) **COVID-19** – or Coronavirus disease is an infectious respiratory illness caused by a newly discovered coronavirus, Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2).
- e) **Employees** – all members of the public service as defined by the *Public Service Act*.
- f) **Fully Vaccinated** – For the purposes of this Policy, a person is considered Fully Vaccinated 14 days after receiving the full or final dose of a Health Canada authorized COVID-19 vaccine or an approved combination of Health Canada authorized vaccines. For greater certainty, Fully Vaccinated does not mean receipt of a third dose or a booster shot, unless and until recommended by Health Canada.
- g) **Legislative Assembly Building** – The Legislative Assembly building in Yellowknife and any physical indoor space that is operated and maintained by the Legislative Assembly.
- h) **Member** – Member of the Legislative Assembly.
- i) **Personal Protective Equipment (PPE)** – a mask or other protective equipment prescribed by the Clerk.
- j) **Speaker** – The person elected pursuant to s. 45 of LAECA and who presides over the Office of the Legislative Assembly, pursuant to s. 53 of LAECA.
- k) **Visitor** – Any person visiting the Legislative Assembly Building with or without formal business to conduct.

5. GUIDELINES

a) General

The Legislative Assembly is committed to promoting and protecting the health, safety, and well-being of persons, and the social well-being of the community during the COVID-19 pandemic declared by the World Health Organization.

All persons who enter the Legislative Assembly Building and are eligible to be vaccinated will be required to have received the full series of Health Canada approved COVID-19 vaccine or an approved combination of Health Canada approved vaccines at least 14 full days prior to November 22, 2021.

b) Submitting Proof of Vaccination

All persons who enter the Legislative Assembly Building must provide documentation setting out their proof of vaccination on or before November 22, 2021.

c) Acceptable Proof of Vaccination

Acceptable proof of vaccination documentation must be an official record from the public health office in the jurisdiction(s) where the employee received the vaccine dose(s) and must include the following information:

- i. The issuing authority of the vaccination record;
- ii. The Employee's full name;
- iii. The name/brand of the vaccine(s) received; and
- iv. The date(s) of vaccination.

d) Employees

Employees may submit their proof of vaccination using the Human Resources Information System (HRIS). For more information about how to submit proof of vaccination documents using HRIS, visit the [MyHR website](#).

The Human Resources Branch of the Department of Finance is responsible for securing personal information submitted by Employees in accordance with the *Access to Information and Protection of Privacy Act* (ATIPPA) and for verification of Employee vaccination information.

Upon submission of the Employee's proof of vaccination documents, the information will be verified and the Employee's direct supervisor notified that the Employee has submitted proof of vaccination.

The information verified will be:

- i. The issuing authority of the vaccination record;
- ii. The Employee's full name;
- iii. The name/brand of the vaccine(s) received; and
- iv. The date(s) of vaccination.

All proof of vaccination documents will be securely stored in the HRIS system.

The Employee's Supervisor will need to notify the Sergeant-At-Arms that the Employee has provided proof of vaccination. The Sergeant-At-Arms or the employees' direct supervisor may maintain a record confirming the vaccination status. This record will be for the purposes of monitoring and enforcing workplace safety precautions.

e) Members

This Policy does apply to Members attending the Legislative Assembly Building in-person for purposes other than attending and participating in a sitting, committee meeting or other proceeding of the Assembly.

Members will provide the Sergeant-At-Arms with acceptable proof of vaccination documentation prior to being allowed entry into the building on or before November 22, 2021. The Sergeant-At-Arms may maintain a record confirming the vaccination status of Members. This record will be for the purposes of monitoring and enforcing workplace safety precautions.

f) Contractors

Contractors will provide the Sergeant-At-Arms with acceptable proof of vaccination documentation prior to being allowed entry into the building with corresponding government issued identification to confirm the contractors identify (if deemed necessary) on or before November 22, 2021. The Sergeant-At-Arms may maintain a record confirming the vaccination status of Members. This record will be for the purposes of monitoring and enforcing workplace safety precautions.

g) Visitors

Visitors will show Security acceptable proof of vaccination documentation prior to being allowed entry into the building with corresponding government issued identification to confirm the visitors identify after November 22, 2021. The Sergeant-At-Arms may maintain a record confirming the vaccination status of Visitors and Contractors. This record will be for the purposes of monitoring and enforcing workplace safety precautions.

h) Use of and Access to Employee Information

Employee, Members, Contractors and Visitor vaccination status information may only be accessed in circumstances deemed necessary for the purposes set out in the Policy.

In the event of any unauthorized access to an Employee, Members, Contractors and Visitor vaccination status information, they will be immediately advised of the breach and circumstances relating to that breach.

Employees may access their vaccination status information through HRIS.

i) Other Measures to protect the safety of employees and members of the public

Visitors who are unable to be vaccinated and provide proof of vaccination in accordance with this policy will not be authorized to enter the Legislative Assembly Building on or after November 22, 2021.

j) Accommodations

Accommodations will be made for Members, Employees and Contractors who are unable to be vaccinated or undergo regular COVID-19 testing for a valid medical exemption or based on protected grounds under the *Human Rights Act*.

Members, Employees and Contractors who are unable to be vaccinated in accordance with this policy will be required to wear Personal Protective Equipment (PPE) in the Legislative Assembly Building and undergo regular testing for COVID-19 until they have provided proof of full vaccination. Regular testing may be required up to three times a week for employees and includes the requirement to provide proof of a negative test result before they can enter the Legislative Assembly Building .

Members, Employees and Contractors who refuse to wear PPE or participate in testing protocols when directed will not be granted access to the Legislative Assembly Building. Employees will be required to work from home with the approval of their supervisor if operationally feasible or take leave without pay.

Visitors who are unable to be vaccinated and provide proof of vaccination in accordance with this policy will not be authorized to enter the Legislative Assembly Building on or after November 22, 2021.

Requests for accommodation due to a medical or human rights exemption to COVID-19 vaccination must be made before November 22, 2021, or as soon as is practicable.

k) Documentation Required for Medical Exemptions

The Northwest Territories Health and Social Services Authority, Hay River Health and Social Services Authority and Tlicho Community Services Agency released an Approach to Requests for Exemption from COVID-19 guideline, which provides guidance to support NWT healthcare providers in a consistent and evidence-based approach to vaccine exemption requests.

Members, Employees and Contractors requesting an accommodation due to a medical exemption to vaccination will be required to provide a letter from a physician or nurse practitioner or other certified proof of medical exemption from a physician or nurse practitioner in order to claim medical exemption status.

l) Personal Protective Equipment

Members, Employees and Contractors who are unable to be vaccinated in accordance with the Policy will be required to wear an authorized face mask while completing their duties. They may also be required to wear other PPE, such as eye protection and gloves, depending on the duties, level of contact with colleagues and members of the public, and other hazard control measures in place at the Legislative Assembly Building.

Providing proof of vaccination does not release anyone who enters the Legislative Assembly Building free from use of PPE or adherence to COVID-19 testing required.

m) COVID-19 Testing

Regular testing for COVID-19 may be required within 48 hours or 72 hours of attendance at a Legislative Assembly Building for all Members, Employees and Contractors who do not provide proof of vaccination. They will be required to provide proof of a negative test result produced within the preceding 48 hours or 72 hours before resuming work or attending Legislative Assembly Building, or as otherwise directed by their Supervisor or the Sergeant-At-Arms.

COVID-19 testing will be conducted as directed.

- Upon confirmation of a negative COVID-19 Test result, the Members, Employees and Contractors will be allowed to Legislative Assembly Building wearing the required PPE.
- In the event of a positive COVID-19 test, the Members, Employees and Contractors will immediately begin self-isolating. The Members, Employees and Contractors will be required to follow all Office of the Chief Public Health Officer requirements in effect at the time of the positive test and may only return to work once cleared to do so by Public Health.

n) Duty Travel by Air

The Government of Canada has announced plans to institute COVID-19 vaccination requirements for all travelers departing by air from Canadian airports. Duty travel by air will require Employees and Members to be fully vaccinated and to have submitted proof of vaccination. Use of PPE and testing for COVID-19 in lieu of vaccination will not be permitted.

o) Duty Travel by Ground

Duty travel by ground will require Employees and Members to be fully vaccinated and to have submitted proof of vaccination. Use of PPE and testing for COVID-19 in lieu of vaccination will not be permitted.

RESPONSIBILITIES

a) Responsibilities of all Members, Employees, Contractors and Visitors

- i. All Employees, Members and Contractors of the Legislative Assembly Building are expected to self-monitor for COVID-19 symptoms before coming to the worksite.
- ii. Anyone who attends to the Legislative Assembly Building, regardless of vaccination status, who develop symptoms of COVID-19 should refrain from attending the Building and should promptly advise their direct supervisor.
- iii. Anyone who attends to the Legislative Assembly Building, are expected to follow all Office of the Chief Public Health Officer (OCPHO) and Public Health orders.
- iv. Anyone who attends to the Legislative Assembly Building, are responsible for obtaining copies of their vaccination records.
- v. Anyone who attends to the Legislative Assembly Building, must provide proof of full vaccination on or before November 22, 2021.
- vi. Employees who do not provide proof of vaccination by November 22, 2021, should inform their direct supervisor at the earliest possible date so that other accommodations can be made, where applicable.
- vii. Anyone who attends to the Legislative Assembly Building, is responsible for complying with all PPE and testing protocols as directed.

b) Responsibilities of the Legislative Assembly Building

- i. The Legislative Assembly is responsible for informing all incumbents of positions within the Legislative Assembly Building in writing of the vaccination requirements they must adhere to.
- ii. The Legislative Assembly is responsible for ensuring that all required PPE is provided to Employees required to wear PPE while performing their duties.
- iii. The Legislative Assembly Building will provide information about COVID-19 vaccination to all Legislative Assembly Building Employees and ensure that unvaccinated employees who wish to receive COVID-19 vaccination are granted the opportunity to do so. Materials and information about COVID-19 vaccination can be found on the [GNWT's Response to COVID-19](#) website.

c) Responsibilities of Contractors

- i. A Contractor, its employees and any subcontracted employees performing work or providing services in Legislative Assembly Building are required to:

- have received two doses of a Health Canada approved COVID-19 vaccine; or
 - adhere to any additional PPE requirements implemented by the facility operators/management for guests or workers entering the facility.
- ii. Contractors are responsible for ensuring their employees meet these requirements and shall bear sole responsibility for all associated costs.
 - iii. The Contractor shall, at the request of the Legislative Assembly, provide the Sergeant-At-Arms with proof of vaccination for any employees that are scheduled to perform work or provide services under the Contract in Legislative Assembly Building.
 - iv. The Legislative Assembly Building has the right at any time, in its sole discretion, without incurring any liability whatsoever, to:
 - take the Work out of the hands of the Contractor,
 - terminate the Contract;
 - consider the Contractor as ineligible (not responsible) with respect to future GNWT tender or proposal requests
 - i. In the event the Contractor is in default of these requirements during the performance of the work, is unable to perform the work, or is unable to provide proof of vaccination or testing for any employee when requested by the contract authority.

LEGISLATIVE AND OTHER RELATED AUTHORITY

The *Public Service Act* and Regulations, and all relevant policies, and the terms and conditions of employment continue to apply.

All Legislative Assembly Building Employees will agree to abide by all government and department policies, collective agreements, procedures and legislation, including but not limited to the confidentiality of clients, department information and documentation.

Appendix A - Questions and Answers

Vaccination Status Information

- Upon verification of an employee's proof of vaccination documentation by staff at HR, an HRIS workflow will send a notification email to an employee's direct supervisor which states that that employee is in compliance with the policy.
- Notice will only be provided to the direct supervisor, not throughout the employee's department.
- verifying submitted information will take some time and so we have included language in the materials encouraging employees to submit their information, or inform their supervisor if they won't be submitting proof of vaccination by November 30, as soon as possible. Verification will begin as soon as the HRIS submission system is operational.

Leave Without Pay for Employees

- Disciplinary actions for non-compliance may need to be considered and a broad approach may need to be developed.
- At this time, there is not a limit placed on the length of LWOP.

Definition of Fully Vaccinated

- Three of the four vaccines currently approved by Health Canada, Moderna Spikevax, Pfizer-BioNTech Comirnaty, and AstraZeneca Vaxzevria, require two doses to complete a full series of vaccination, however the Janssen (Johnson & Johnson) COVID-19 vaccine is a single dose vaccine.
- Given a large percentage of the GNWT workforce is hired from outside the Northwest Territories, the "final dose" language was used.

What about boosters?

- The COVID-19 Policy will be amended as needed to reflect changes in Health Canada and Office of the Chief Public Health Officer (OCPHO) directions.
- If it becomes the case that a booster (or boosters) is required for a person to be considered "fully vaccinated" per those authorities, the language can be changed in the Policy/guidelines if needed.

Implementation dates

- "If proof of vaccination is not received when anyone that tries to enter the Legislative Assembly Building on or following November 22, 2021, they will not be granted entry unless they have been provided with an accommodation as outlined within the Policy.

HRIS Questions/Issues

- Employees will submit their proof of vaccination using the Human Resources Information System (HRIS). Instructions for submitting proof of vaccination through HRIS will be published on the MyHR website when the HRIS submission portal is live.
- Supervisors will receive a single email setting out that their employee has been verified as fully vaccinated. They will not have access to the HRIS system information about the vaccination status of their employees. They may need to keep a record of who has been verified by HR in order to ensure that employees are complying with PPE use and testing protocols appropriate to them.

Submitting Documents through other means

- If there are circumstances where employees need assistance with submitting their vaccination info through HRIS, should speak with their supervisor so that arrangements can be made in advance of November 22, 2021.

COVID Testing

- Testing protocols are currently in development and these Guidelines will be updated with further details about testing as soon as possible.