

Madawaska Valley Public Library Policy Manual

Policy Type: Human Resources

Policy Number: HR-14

Policy Title: COVID-19 Vaccination Policy

Initial Approval Date: September 2021

Latest Review Date: March 2023

Review Date: 2024

Policy Statement

The health and safety of Madawaska Valley Public Library employees is a priority. The Madawaska Valley Public Library is committed to taking every reasonable precaution in the circumstances for the protection of the health and safety of staff from the hazard of COVID-19. Vaccination is a key element in the protection of Madawaska Valley Public Library employees against COVID-19.

This Policy is designed to maximize COVID-19 vaccination rates at Madawaska Valley Public Library workplaces as one of the critical control measures for the hazard of COVID-19. To this end, Madawaska Valley Public Library staff and volunteers are strongly encouraged to obtain all COVID-19 vaccinations and booster doses as recommended by The Renfrew County and District Health Unit.

Background and Current Situation

The Renfrew County and District Health Unit supports employers in developing and maintaining policies that encourage and support employees getting vaccinated. COVID-19 vaccines are widely available and appointments to obtain vaccinations can be made at County-run immunization clinics and select pharmacies.

Application

This policy applies to all Madawaska Valley Public Library employees and volunteers. For the purposes of this policy only, "employees" shall be read to include volunteers.

Support for Vaccinations

The Madawaska Valley Library Board supports library employees in obtaining their COVID-19 vaccinations. If operationally feasible and with the permission of their immediate supervisor, Madawaska Valley Public Library employees can be released on work time to be vaccinated.

Continued Compliance with all Health and Safety Precautions

Unless a legislated or regulatory exemption applies, all Madawaska Valley Public Library employees are expected and required to comply with applicable workplace COVID-19 health and safety measures.

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Responsibilities

All levels of management are responsible for the administration of this Policy.

Managers are expected to:

- lead by example
- follow all health and safety protocols, and;
- address employee questions or concerns regarding this policy.

Employees are expected to:

- follow all health and safety protocols, and;
- direct any questions or concerns regarding this policy to their immediate supervisor.

Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

The Madawaska Valley Public Library will continue to closely monitor its COVID-19 risk mitigation strategy to ensure that it continues to optimally protect the health and safety of employees in the workplace and the public that they serve. To that end, and in consultation with The Renfrew County and District Health Unit and occupational health and safety experts, Madawaska Valley Public Library will continue to assess the need for other available workplace risk mitigation measures, including, but not limited to, policies that mandate mask wearing, vaccination, contact tracing, etc., as necessary.

If it is determined that additional precautions are necessary, Madawaska Valley Public Library may decide to deploy new measures to protect employees and the public from COVID-19, and will amend this policy accordingly.

Related Documents:

Policy Number **OP-02** Safety, Security and Emergencies in the Library