

## COVID-19 Vaccination Policy

### 1. Purpose

The Vector Institute is committed to providing a safe working environment for both our professional staff and research community. The purpose of this COVID-19 Vaccination Policy (the “Policy”) is to set out the expectations and requirements with respect to COVID-19 vaccinations of all community members and visitors accessing the Vector Institute’s offices.

### 2. Scope

This Policy applies to all individuals (“Individuals”) employed and/or engaged by the Vector Institute including permanent and temporary employees, faculty members, research scientists, graduate students, interns, postdoctoral fellows, contractors, or any other individuals employed or contracted to provide service in any capacity to the Vector Institute.

The Policy also applies to visitors seeking to attend at the Vector Institute’s offices (“Visitors”).

This Policy comes into force effective on October 1, 2021.

### 3. Policy

The Vector Institute recognizes the importance of immunization against COVID-19 in the effort to protect our community and takes very seriously our obligation to take every precaution to protect our community members.

As such, the Vector Institute strongly encourages all Individuals and Visitors to become vaccinated.

All Individuals will be required to complete a self-attestation declaring their vaccination status.

Any Individual indicating that they are not fully vaccinated by a World Health Organization-recognized vaccine on their self-attestation will not be allowed entry into the Vector Institute’s offices.

Similarly, all Visitors seeking to attend at Vector’s offices will be required to complete a self-attestation declaring that they have been fully vaccinated by a World Health Organization-recognized vaccine in order to be allowed entry into the Vector Institute’s offices.

Where an Individual or Visitor indicates that they cannot become vaccinated due to a medical or other valid reason covered under the *Ontario Human Rights Code*, Vector’s Human Resources team will work with the individual to develop and implement an appropriate accommodation plan, to the point of undue hardship. The individual will be required to complete the Accommodation Request Form under this Policy.<sup>1</sup>

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<sup>1</sup> Please also refer to Vector’s documentation entitled: *Individual Accommodation Plan Process* for further details, which applies to staff with disabilities and can be adapted to serve as guidance for other bases for accommodation requests for Individuals and Visitors.

Individuals failing to follow this Policy and/or providing false information as part of their self-attestation will be deemed in violation of Vector's *Code of Conduct* and will be subject to disciplinary action up to and including termination of employment.

Information relating to an individual's vaccination status and/or reason for not receiving a COVID-19 vaccination will be kept in a secure, confidential file separate from their personnel file, accessible only to those few members of the professional staff who have a need to review it. This information is collected for the purpose of implementing this Policy and ensuring the safety of Vector's community members in the event of a COVID-19 outbreak.

This Policy will remain in effect until further notice by the Vector Institute. It is anticipated that this will be until at least the end of the global COVID-19 pandemic, as determined by a competent authority and confirmed by Vector.

#### **4. Process**

1. Complete Self Attestation: All Individuals and Visitors are required to complete the self attestation declaring their vaccination status prior to entry into the Vector Institute's offices.
2. Submit Accommodation Request if Applicable: All Individuals and Visitors who indicate they are not fully vaccinated will be denied access to the Vector offices. If applicable, the individual will be required to complete the Accommodation Request Form under this Policy. Vector will work with the individual to develop and implement an appropriate accommodation plan, to the point of undue hardship.
3. Seek clarity of further details: Should any Individual or Visitor have any additional questions or concerns, please direct them to either the Manager, Human Resources or Chief Operations and Financial Officer.

#### **5. Amendments**

Vector reserves the right to amend, replace or revoke this Policy at any time. Members of the Vector community will be advised of any future amendments and will be expected to become familiar with and abide by the then-current version of this Policy.