	Policy	Not controlled when printed
	Volunteer COVID-19 Vaccination Policy	

1. Purpose

APEGA is committed to providing and maintaining a safe and healthy workplace for all employees, contractors, volunteers, and visitors. The ongoing COVID-19 pandemic poses significant public health challenges, and COVID-19 vaccinations have been recommended by Health Canada, the Alberta Chief Medical Officer of Health (CMOH), and Alberta Health Services (AHS) as an effective way to protect both individuals and the community. Additionally, vaccinations are considered to be an effective engineering control for infectious diseases within the Occupational Health and Safety framework.

The purpose of the Volunteer COVID-19 Vaccination Policy is to outline the requirements for APEGA volunteers with respect to COVID-19 and vaccination. This policy is intended to safeguard the health and well-being of all APEGA employees, contractors, volunteers, and visitors, as well as their families.

2. Applicability

This policy applies to all APEGA volunteers, excluding APEGA Council.

3. Scope


APEGA is committed to implementing and maintaining appropriate public health measures during the COVID-19 pandemic to protect employees, contractors, and volunteers. This policy applies to all APEGA workplaces and properties.

This policy is specific to COVID-19 vaccinations, which form part of APEGA's public health response and complement other measures that may be in place. Visitors, including APEGA clients and non-volunteering members, are excluded from this policy.

4. Definitions:

<u>Volunteer:</u>	A person working on behalf of, or representing APEGA, who is not paid or otherwise compensated, apart from honoraria or the reimbursement of expenses.
<u>Staff Liaison:</u>	A staff member of APEGA who is responsible for the selection and/or ongoing oversight of a sub-group APEGA volunteers.
<u>Workplace:</u>	Any space where approved or planned APEGA business is occurring (e.g., APEGA offices, event sites).
<u>Fully vaccinated:</u>	The receipt of a complete course of COVID-19 vaccination (i.e., two doses of a two-dose vaccine regimen plus any required additional doses) at least 14 days prior to the event.
<u>Proof of vaccination:</u>	A record of vaccination deemed acceptable by the Government of Alberta for demonstrating vaccination status.
<u>Vaccine:</u>	A COVID-19 vaccine approved by Health Canada, including the Pfizer-BioNTech, Moderna, Janssen/J&J, or AstraZeneca, and any accepted combination thereof.

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5. Responsibilities

5.1. Volunteer Manager is responsible for:

- 5.1.1. Communicating Vaccination Policy and associated requirements to volunteers.
- 5.1.2. Implementing a process to securely verify volunteer vaccination status.
- 5.1.3. Managing vaccine requirement exemption requests on protected grounds, and arranging appropriate accommodations, if applicable.

5.2. Staff Liaisons are responsible for:

- 5.2.1. On-site verification of vaccination status, as required.
- 5.2.2. Verification may also be provided by private security (i.e., G4S) if at least two weeks' notice of the need is provided.

5.3. Manager, Office & Facilities Services is responsible for establishing and enforcing workplace public health measures to ensure a safe working environment.

5.4. Privacy Officer is responsible for overseeing the collection, storage, and disposal of records pertaining to vaccination status or exemptions to ensure that APEGA is compliant with all applicable privacy laws.

5.5. Volunteers are responsible for reporting their vaccination status to APEGA and providing proof of vaccination upon request.

6. Policy

6.1. All volunteers entering an APEGA workplace must be fully vaccinated.

- 6.1.1. Offsite events or meetings will also adhere to all applicable public health regulations and any requirements established by the host venue.

6.2. All volunteers participating in in-person hearings, meetings, or other APEGA events must provide proof of vaccination to APEGA upon request.


6.3. Volunteers who enter an APEGA workplace on a regular or scheduled basis will be asked to provide proof of vaccination for the purposes of verifying and recording their vaccination status.

- 6.3.1. Volunteers who enter an APEGA workplace on an infrequent basis may be asked to bring proof of vaccination to the event or meeting for verification before entry.

6.4. In cases when in-person participation is required, volunteers who do not comply with this policy will be removed or suspended from their position.

- 6.4.1. Decisions regarding suspension / removal will be made by the staff liaison and their supervisor in conjunction with the Volunteer Manager. For regulatory boards or committees, the Chair will be engaged in determining and implementing the course of action.

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6.5. Any volunteer who knowingly provides false information regarding their vaccination status will be in breach of the Member Code of Ethics and the Volunteer Code of Conduct and subject to disciplinary action (e.g., volunteering privileges revoked, potential submission of a complaint).

6.6. APEGA will only collect, use, or disclose COVID-19 vaccination and accommodation records as necessary and reasonable for implementing and enforcing the Vaccination Policy and as permitted by the *Personal Information Protection Act*. All records will be kept securely and confidentially.

7. Document Life Cycle and Review

7.1. This document shall be reviewed and updated as required, as follows:

7.1.1. At an interval, not to exceed 3 years following the last date of revision; or

7.1.2. Within 1 month of changes to the Occupational Health and Safety Act, Regulations, or Code influencing the content of this document.

7.2. Document responsibilities:

7.2.1. Document Owner (for document maintenance) – Director, Human Resources

7.2.2. Document Approvers:

7.2.2.1. Process Owner – Director, Business Performance

7.2.2.2. Program Owner – Chief Financial & Corporate Officer

7.2.2.3. Document Approver – Registrar & Chief Executive Officer

7.2.3. Contributors – Volunteer Manager; Manager, Office & Facilities Services; Human Resources Manager

8. References

8.1. [Occupational Health and Safety Act](#)

8.2. [Occupational Health and Safety Regulation](#)

8.3. [Occupational Health and Safety Code](#)

8.4. [Legal Obligations](#)

8.5. [Volunteer Code of Conduct](#)

9. Revision Record

DATE	REVISION #	REVISION DESCRIPTION
2021-11-29	1.0	Initial release
2021-12-07	1.1	Corrected links and applicability

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