

SPORT FOR LIFE SOCIETY POLICY

POLICY TITLE: COVID-19	
Date Created: December 17, 2021 Date to Review: January 2023 Date Approved: January 25, 2022	Number of Pages: 4

POLICY STATEMENT

COVID-19 is a communicable disease – an infectious disease that is contagious and which can be transmitted from one source to another by infectious bacteria or viral organisms. COVID-19, and its variants, are very easily spread by being around people and public places—in our very normal life circumstances. There are currently a number of COVID-19 vaccines approved for use in Canada that have been shown to be safe and effective against COVID-19. Vaccination has been shown to reduce the likelihood of the most severe symptoms of the disease in the event of contraction.

The Sport for Life Society is committed to providing a safe working environment for our employees, our stakeholders and members of the public with whom we interact. The purpose of the COVID-19 Policy is to outline the expectations and requirements of staff with respect to COVID-19 and vaccination in furtherance of Sport for Life’s legal obligation to take reasonable measures to protect the health and safety of its workforce and in order to allow Sport for Life to manage its return to the workplace strategy. This Policy also complies with Sport for Life stakeholder policies, ensuring Sport for Life representatives conduct Sport for Life business in compliance with the health and safety regulations in the diverse jurisdictions in which the organization executes its operations, programs and services.

1. DEFINITIONS

- 1.1. "Sport for Life Representative" – Any individual employed by, or engaged in activities on behalf of, Sport for Life Society including: employees, contractors, volunteers, researchers, Directors of the Board, Members, committee members, and administrators.
- 1.2. "Sport for Life Stakeholder" – Any individual engaged in activities led by the Sport for Life Society including: employees, contractors, volunteers, researchers, Directors of the Board, Members, committee members, and administrators.
- 1.3. "Management" – The leadership group in the organization, led by the CEO and inclusive of Division and Department Directors and Senior Managers.

2. APPLICATION

The Sport for Life COVID-19 Policy applies to all individuals physically attending a Sport for Life office, worksite or location, including stakeholders’ and/or representatives’ homes or offices, that require them to be vaccinated. Specifically, the policy is applicable to all Sport for Life Representatives and Sport for Life Stakeholders as defined in 1.1 and 1.2 above.

3. PROCEDURE

3.1. MANDATORY VACCINATION

All Sport for Life Representatives and Sport for Life Stakeholders will be required to be fully vaccinated against COVID-19 to physically attend a Sport for Life office, worksite or location, including stakeholders' and/or representatives' homes or offices, that requires them to be vaccinated. This includes Sport for Life's principal headquarters in Victoria, B.C. at the Saanich Commonwealth Place (100-4636 Elk Lake Drive, Victoria, B.C., V8Z 5M1). This also applies to any location requiring proof of full vaccination at which Sport for Life hosts any of its major events, and in-person workshops or presentations.

In the event that the applicable governments or public health authorities recommend or require booster shots, Sport for Life will also require that Representatives and Stakeholders obtain booster shots from time to time and provide proof of having done so when attending a Sport for Life office, worksite or location, including stakeholders' and/or representatives' homes or offices, that requires them to be vaccinated.

Representatives and Stakeholders are considered "fully vaccinated" two weeks after completing a vaccine series approved by Health Canada (i.e. two weeks after receiving the second dose of a two-dose COVID-19 vaccine series (Pfizer, Moderna, AstraZeneca/COVISHIELD) or two weeks after receiving a single dose of a one-dose vaccine series (Johnson & Johnson/Janssen)). In the event that applicable health authorities subsequently recommend or require COVID-19 booster shots, employees will be considered "fully vaccinated" two weeks (or such other timeframe as recommended or required by public health authorities) after receipt of the booster shot.

All Sport for Life Employees will be required to disclose their vaccination status and details to Management by providing proof of vaccination by February 28, 2022. All new Employees being hired into a role that requires physical attendance at a Sport for Life office or work location, including stakeholders' and/or representatives' homes or offices, are required to be vaccinated and submit proof of vaccination as a condition of their offer of employment, subject to any valid human rights accommodations.

All Sport for Life Representatives are required to disclose their vaccination status and details to Management by providing proof of vaccination (if not already on file with Management) at least one week prior to physically attending a Sport for Life office, worksite or location, including stakeholders' and/or representatives' homes or offices, that requires them to be vaccinated. Employees who choose not to share their vaccination status will be treated, for the purposes of this Policy, as not being fully vaccinated.

Acceptable Proof of Vaccination includes COVID-19 Vaccine Dose Administration Receipts (if applicable), or such other receipts or confirmation which is implemented by the applicable level of government or public health authority.

In the case of a Sport for Life Representative who is eligible for vaccination and who has chosen not to be vaccinated for reasons unrelated to a protected human rights ground, or who has refused to disclose whether they are vaccinated or not, Sport for Life will review the situation and may implement alternative measures which may include any one or a combination of the following:

- restricting access to the workplace, including Sport for Life physical offices or work locations, and homes and workplaces of Sport for Life Representatives and Sport for Life Stakeholders;
- determining if the Representative's role is conducive to remote work on a temporary basis, and in appropriate circumstances subject always to the needs of the business;
- modifying the terms of the contract of employment or the master service agreement (for example, determining if Sport for Life has another role the Representative may perform that does not require physical attendance);
- being placed on unpaid leave; or
- terminating the contract of employment.

The list of measures above is not exhaustive. Sport for Life may consider other alternatives in each individual circumstance.

All Sport for Life Representatives must continue to comply with Sport for Life's and its Stakeholders' policies, procedures and protocols with respect to physical distancing, masking, screening, personal protective equipment (PPE) and any other measures intended to reduce the risk of transmission of COVID-19. Note that these measures are subject to change.

3.2. ACCOMMODATIONS

Where an individual has declined a vaccination and provides a valid human rights-related reason for having not received a COVID-19 vaccination, Sport for Life Management will determine and work with the individual to implement an appropriate accommodation without imposing an undue hardship on Sport for Life or creating a potential or actual risk to the health or safety of the Representative or others in the workplace.

Sport for Life reserves the right to require further information in order to substantiate the stated grounds for vaccination refusal. All accommodations will be assessed on a case-by-case basis.

3.3. NON-COMPLIANCE

Employees failing to follow this Policy may be subject to disciplinary action up to and including termination of employment.

3.4. CONFIDENTIALITY

Information relating to a Sport for Life Representative's or Sport for Life Stakeholder's vaccination status, proof of vaccination and/or the reason(s) for not receiving a COVID-19 vaccination will remain confidential in the organization's electronic Human Resources Management system. This information will only be shared as required by law or within the organization, with the appropriate individuals (i.e. human resources, benefits and/or Management), for the purposes of administering this Policy, managing the employment relationship, ensuring the safety of Sport for Life Representatives and Sport for Life Stakeholders, and planning for and responding to a COVID-19 outbreak in the workplace.

Sport for Life Stakeholders may adopt policies which require Sport for Life to share information confirming that its Representatives and/or Stakeholders are fully vaccinated before permitting them to attend Stakeholder worksites or homes. In the event that Sport for Life Stakeholders adopt such policies, Sport for Life will only share the minimal amount of information in order to comply with these policies.

The collected information will be retained for the greater of (a) one year or (b) until the purpose for which the information is collected is no longer reasonably served by the retention of the information and retention is no longer necessary for legal or business purposes.

Sport for Life Representatives may request to review information collected by Sport for Life regarding their own vaccination status and may also request to correct such information.

3.5. REVIEW OF COVID-19 POLICY

This Policy is subject to change and will be regularly reviewed and updated as warranted, including to reflect the latest research and guidance and legislation from the applicable levels of government and public health authorities.