

SUBJECT:

COVID-19 Vaccination Policy

POLICY:

HR14.0

CREATED:

November 4, 2021

GROUP APPLICABLE:

All Employees

REVIEWED BY:

Vice President, People and Culture

APPROVED BY:

President & CEO

REVISED:**PREAMBLE:**

BC Ferries is committed to the health, welfare and safety of all employees and passengers by providing a healthy work environment. Despite the precautions already in place to face this pandemic, COVID-19 continues to circulate in BC communities.

The Company supports, encourages and requires COVID-19 vaccination of all employees (unless an accommodation has been approved) as it limits the risk of spreading COVID-19, maintains access to critical health care services for those in need and protects employees and passengers against future outbreaks.

PURPOSE:

To provide the expectations regarding COVID 19 vaccination for employees, contractors and 3rd parties who conduct business on behalf of and/or at the request of BC Ferries.

POLICY:**1.0 Eligibility & Application**

This policy applies to all BC Ferries employees, regardless of work location, as well as contractors and 3rd parties who conduct business on behalf of and/or at the request of BC Ferries. A list of the types and names of BC Ferries vessels is included as 'Appendix A.'

2.0 Health & Safety

Public Health and the health and safety of our employees is of paramount importance to the Company, and the Company is committed to following all health and safety protocols and doing our part to maintain access to critical health care services for those in need.

3.0 Federal / Provincial Guidelines and Directives

The Company agrees with and adheres to COVID-19 prevention measures to limit the risk of transmission of COVID-19 including the guidelines and directives set forth by the Federal Government, BC Provincial Government and Provincial Health Authority.

This policy is consistent with BC Ferries Safety, Health and Environment Protection Policy commitments and supplements, and does not replace the public health measures set out in British Columbia Provincial Health Officer orders, public health guidance, Transport Canada Federal Vaccination mandate (Interim Order #7), WorkSafeBC Regulations and BCCDC Public Health Communicable Disease guidance.

4.0 Vaccination Requirement – New Employees

All new employees who commence work on or after November 10, 2021 must attest their vaccination status showing they are fully vaccinated as defined in 'Schedule B' as a condition of being hired, subject to the accommodation provisions set out in this policy. To meet this requirement, new employees must attest their vaccination status and provide evidence of vaccination (if assigned to working on or expected to board a ship) in accordance with Section 7.0.

5.0 Vaccination Requirement – Current Employees

a) All Employees:

All employees must attest their vaccination status by November 10, 2021, in accordance with Section 7.0 and be fully vaccinated as defined in 'Schedule B' by no later than the dates set out below:

b) Ship-Based Employees and Employees Boarding Vessels:

Beginning November 15, 2021, every employee on board the vessel is required to have received at least their first dose (partially vaccinated) of a COVID-19 vaccination. This includes any employee who boards a vessel for work, regardless of whether the vessel is in dock or at sea. Evidence of vaccination status is required in accordance with 'Schedule B.'

Also beginning on November 15, 2021, an employee who boards a vessel and who is partially vaccinated, must provide evidence of a negative result for a COVID-19 test that was performed no more than 72 hours before the employee commenced their shift.

Effective January 24, 2022, every employee assigned to, working on or boarding a vessel is required to be fully vaccinated in accordance with this policy.

c) Administrative and Shore-Based Employees

Effective February 28, 2022, all other employees of the company, inclusive of administrative, office and shore-based employees are required to be fully vaccinated in accordance with this policy.

d) Employees on an Approved Leave of Absence

Employees on an approved leave of absence prior to this policy coming into effect must attest their vaccination status and be compliant with this policy, prior to returning to work.

6.0 Vaccination Requirement – Contractors or 3rd parties

Effective November 15, 2021, all Contractors and 3rd Parties who board a vessel are required to have received their first dose of a COVID-19 vaccination. All other Contractors or 3rd parties who conduct business on behalf of and/or at the request of BC Ferries are required to be fully vaccinated effective January 24, 2022. Testing protocols for those partially vaccinated apply to Contractors and 3rd parties.

7.0 Attestation and Evidence

- a) Employees who are subject to Sections 4.0 and 5.0 are required to attest their vaccination status and may be required to provide proof of vaccination status in order to meet Regulatory requirements. Should an employee's vaccination status change, a new attestation is required as per below.
- b) An employee shall attest to their COVID-19 vaccination status by completing their attestation either electronically through Employee Self-Service (ESS) or on paper, see the Attestation – COVID-19 Vaccination form in 'Schedule C'.
- c) Acceptable proof of vaccination status is the paper-based record provided at the time of vaccination or the electronic Federal COVID-19 Proof of Vaccination for domestic and international travel.
- d) Employees who do not provide their Attestation and, if required, proof of the same in accordance with Section 5.0, will be considered not fully vaccinated and non-compliant for the purpose of the policy.
- e) If Public Health requires further doses of a COVID-19 vaccine, employees will be required to attest to their receipt of additional infection prevention requirements and may be required to provide proof of the same as requested.

8.0 Privacy

The Company will collect the minimum amount of personal information required to support the purpose of this policy or to fulfill any mandatory reporting requirement. This personal information will be administered in accordance with privacy laws. For full details of the Vaccination Privacy Policy, refer to <https://inside.bcferrries.com/Divisions/CorporateSecretary/Privacy/default.asp>.

9.0 Accommodation

An employee who is not able to be vaccinated against COVID-19 due to a medical, religious or other ground protected by the British Columbia *Human Rights Code*, must seek written exemption through Employee Relations/Human Resources in accordance with 'Schedule D.'

Upon receipt of written documentation satisfactory to the Company, the Company will review, and where applicable, will initiate reasonable accommodative measures, including testing, consistent with regulatory requirements. The

Company will provide a written response with the rationale for all accommodation requests received.

10.0 Non-Compliance with this policy

An employee who does not satisfy the requirements of this policy, and is not granted accommodation by the Company, shall be placed on 'leave without pay' with their status reviewed within sixty (60) days, or earlier if they advise the Company they are in compliance with this policy. Continued non-compliance will be subject to review and response by the Company.

It is a violation of this policy and therefore subject to disciplinary measure:

- To provide any false, misleading, or otherwise dishonest information or documentation to the Company in relation with this policy;
- To work on any Company vessels or premises without fully complying with this policy;
- To otherwise fail to comply with any COVID-19 health and safety precaution requirement put in place by the Company.

11.0 Leave Without Pay

Employees who are placed on a leave without pay will have their health and welfare benefits and seniority maintained for a period of 60 days. Following the 60 day period, employees will have the option of maintaining their health and welfare benefits at their own cost. An employee's service, group and recall seniority will be adjusted for the periods of leave of 60 days or more.

A condition of the Employee Ferry Pass Program will require that eligible employees are fully vaccinated (unless otherwise exempted by the company) in order to access and utilize the pass for travel aboard BC Ferries vessels.

The provisions of Leave without Pay will take effect in accordance with Section 5.0.

12.0 Support for Vaccination

Bargaining Unit Employees:

For employees (regular, casual, seasonal) who are able to schedule a vaccination appointment outside of scheduled work hours:

- A credit of 3 hours of pay will be provided

For employees who are not able to schedule a vaccination appointment outside of scheduled work hours:

- Contact your Crewing Office to book off the time that is required. The first 3 hours will be at full pay. In circumstances or locations that require additional time, pay thereafter will be at 75% and charged to STIIP.

Exempt Employees:

As per current practice

13.0 Transport Canada Compliance

Transport Canada has regulatory authority to oversee vaccination status compliance by means of audits and inspection and may assign monetary penalties for non-compliance. Transport Canada regulations state that individual employees could be fined for being non-compliant with the obligation to provide proof of vaccination. In addition, the Company could be fined for non-compliance with the Interim Order, made pursuant to the *Canada Shipping Act, 2001*.

14.0 BCF Audit & Compliance

- a) Pursuant to Transport Canada regulations, the Company is required to monitor and provide regular reports to confirm compliance with this policy.
- b) It is a mandatory requirement that employees keep proof of vaccination status with them at all times while at work, in order to be able to comply with random Transport Canada or “appropriate” BC Ferries compliance audits.
- c) An “appropriate” BC Ferries compliance audit is where the Company has reasonable cause to question the validity of the attestation on record. Only “authorized” company personnel may request proof. Prior approval from the Director, Employee Relations or delegate is required for company personnel to be “authorized”. Where the Company requests proof of vaccination status, and the worker is a union member, they will be provided the opportunity for union representation.
- d) Falsification or misrepresentation of information by employees may lead to corrective action by the Company, up to and including termination of employment.
- e) It is expected that the level of workplace risk posed by COVID-19 may change with new outbreaks, developments and scientific discoveries. Accordingly, the Company will update this policy to take into account any new information as appropriate.

RESPONSIBILITY:

Company: The Company is responsible for developing and administering this policy in accordance with the BC Ferries Safety, Health and Environment Protection Policy commitments, Federal, Provincial, Public Health Authority and Transport Canada requirements and guidelines. In addition, the Company will continue to maintain and follow its Communicable Disease Plan.

The Company shall provide information and reports to regulatory bodies (e.g. public health authorities among others) as required in support of its compliance obligations.

Employees: Employees are expected to understand this policy, and are required to comply with it prior to the specified compliance dates.

Employees are expected to continue to follow all health and safety policies and public health guidelines, including mask-wearing, physical distancing, handwashing and self-monitoring of potential COVID-19 symptoms.

Transport Canada may fine the Company and/or individual employees for being non-compliant with the obligation to provide proof of vaccination up to \$250,000 per violation, per day.

EXCEPTIONS:

Any exception to the provisions of this policy requires the approval of the Vice President, People and Culture, the Chief Operating Officer and the President & CEO.

Vice President, People & Culture

Date

President & CEO

Date

SCHEDULE 'A'
BC FERRIES VESSELS

Baynes Sound Connector
Bowen Queen
Coastal Celebration
Coastal Inspiration
Coastal Renaissance
Island Aurora
Island Discovery
Island Kuluta
Island Nagalis
Kahloke
Klitsa
Kuper
Kwuna
Malaspina Sky
Mayne Queen
Northern Adventure
Northern Expedition
Northern Sea Wolf
Powell River Queen
Quadra Queen II
Queen of Alberni
Queen of Capilano
Queen of Coquitlam
Queen of Cowichan
Queen of Cumberland
Queen of New Westminster
Queen of Oak Bay
Queen of Surrey
Quinitsa
Quinsam
Salish Eagle
Salish Heron
Salish Orca
Salish Raven
Skeena Queen
Spirit of British Columbia
Spirit of Vancouver Island
Tachek

SCHEDULE 'B' COVID-19 VACCINATION REQUIREMENTS

- 1.0** To be considered fully vaccinated, an individual must:
- a) Have accepted the full series of an accepted COVID-19 vaccine or a full series of a combination of accepted vaccines; and
 - b) Have received their last dose at least 14 full days prior.
- 2.0** Currently, acceptable COVID-19 vaccines in Canada include either full doses, or an acceptable combination, of the following:
- a) Pfizer-BioNTech (Comirnaty, tozinameran, BNT162b2) – 2 doses
 - b) Moderna (Spikevax, mRNA-1273) – 2 doses
 - c) AstraZeneca/COVISHIELD (ChAdOx1-S, Vaxzevria, AZD1222) – 2 doses
 - d) Janssen/Johnson & Johnson (Ad26.COV2.S) – 1 dose
- 3.0** Types of acceptable proof of vaccination credentials (PVC) include:
- a) Paper PVC; or
 - b) Digital PVC (federal).

**SCHEDULE 'C'
BC FERRIES COVID-19 EMPLOYEE ATTESTATION FORM**

Please complete this form in full and return to your local Employee Relations office, either in person or via email. Should you have any questions regarding the submission of this document, please contact your local Employee Relations office or email: vaccinations@bcferries.com

In accordance with BC Ferries' COVID-19 Vaccination Policy, employees are required to attest to their vaccination status. Should your vaccination status change, please complete and submit a new attestation form. It is a mandatory requirement that you keep evidence of your vaccination status with you at all times while at work, to be able to comply with random audits conducted by Transport Canada or under the COVID-19 Vaccination Policy, Section 14.0, BCF Audit and Compliance. For more information on what qualifies as vaccination evidence, please refer to the COVID-19 Vaccination Policy.

I declare that I am:

Fully vaccinated (last vaccination greater than 14 days prior) and I have submitted evidence of vaccination, if required	YES	or	NO
Partially vaccinated (I have only received one dose) and I have submitted evidence of vaccination, if required	YES	or	NO
Unvaccinated because I am requesting an accommodation for medical, religious or other legally protected reason	YES*	or	NO
Unvaccinated	YES	or	NO

***If you have answered YES to this question, you are required to immediately contact your local Employee Relations/Human Resources office.**

Your personal information is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and *Interim Order No.7 Respecting Passenger Vessel Restrictions Due to the Coronavirus Disease (COVID 19)* ([Canada Shipping Act, 2001](#)). The information you provide will be used for confirming your vaccination status and for related purposes. It may be shared with a limited number of individuals, including Transport Canada and designated employees as necessary for fulfilling their responsibilities relating to the operations of BC Ferries and to the administration of the COVID-19 Vaccination Policy. For more information, please review BC Ferries' Employee Mandatory Vaccination Privacy Policy at <https://inside.bcferreries.com/Divisions/CorporateSecretary/Privacy/default.asp>. Questions regarding the collection or use of your personal information should be directed to the Director or Manager, Employee Relations at your local human resources/employee relations office (see below).

False information or misrepresentation on this vaccination status attestation form will be grounds for disciplinary action, up to and including termination of employment, by BC Ferries.

By signing below, I declare and attest that I have read and understood the Company's COVID-19 Vaccination policy and further, that all information provided herein is true and accurate.

Name: _____ Employee #: _____

Position: _____ POA: _____

Signature: _____ Date: _____

For reference only:

Atrium: hr@bcferries.com Karin Kasper 250-978-1161	FMU/Richmond: hr.deas@bcferries.com Chris Panadero 604-204-2201	Horseshoe Bay: erhsb@bcferries.com Amie Anderson 604-921-4234
Little River: lrr@bcferries.com Natalie Clark 250-890-7859	Nanaimo: ernan@bcferries.com Abbey Jones 250-716-7130	Swartz Bay: erswb@bcferries.com Sarah Leigh 250-655-6008
Tsawwassen: bcftsaer@bcferries.com Phillipa Bartley 604-948-3531		

SCHEDULE 'D' EXEMPTIONS & ACCOMMODATIONS

1.0 Exemption – Medical

In terms of exemptions of medical grounds, the Company will stay abreast of guidance from the National Advisory Committee on Immunization which has established very limited medical reasons for an individual to not become vaccinated.

2.0 Exemption – Religious

With respect to possible exemptions on the basis of religious conviction, major organized religions have made statements that they support COVID-19 vaccinations for their members in the interest of public health.

Other religions that are generally known to have theological objections to vaccinations have released public statements indicating their support for the COVID-19 vaccine.

Given this context, the scope for religious exemptions will be very narrow.

3.0 Exemption – Other

With respect to possible exemptions on the basis of other possible grounds, the Company will review such requests on a case-by-case basis.

4.0 COVID-19 Testing

If employees are unable to be vaccinated for medical, religious or other reasons, they must provide the Company with valid COVID-19 test results, the test type must be acceptable to the Company and its regulator(s). The COVID-19 test result will be either negative or positive:

- If the test is negative, the employee must provide negative test results twice weekly, and not less than once every three days if the voyage is scheduled to last six days or more; thereafter,

OR

- If the test result is positive, it must be dated at least 14 days before but not more than 180 days prior to the employee's work day (i.e. the employee would be eligible to work on day 15 after their test was administered, after 14 days have passed). This accounts for those that had contracted COVID-19, have recovered, but may still be testing positive due to lingering amounts of the virus in their system.