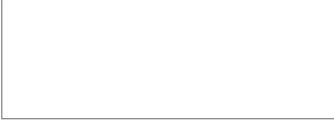

From: Burns, Dave <DBurns@surrey.ca>
Sent: Friday, November 5, 2021 6:11:43 PM (UTC-08:00) Pacific Time (US & Canada)
To: Burns, Dave <DBurns@surrey.ca>; Fire Service <fireservice@surrey.ca>
Subject: City of Surrey Vaccination Policy



INTER-OFFICE MEMO

TO: Halls 1, 2, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18, Administration, D/Chiefs, A/Chiefs, B/Chiefs, Training, Prevention, Mechanics, Communications

FROM: Deputy Chief Burns

DATE: November 5, 2021 **FILE:** 1100-20

Re: City of Surrey Vaccination Policy

The City of Surrey has established a vaccination policy for all employees in order to mitigate the risks of COVID-19 and to ensure a safe and healthy workplace for all City staff and those accessing City services and facilities. The policy is available on [City Net](#) and is summarized here:

- Effective [January 4, 2022](#), all employees, volunteers, and contractors must be fully vaccinated and provide proof of vaccination to the City.
- Employees who fail to provide proof of vaccination using a City approved technology beginning [December 6, 2021](#), and up to and including [January 4, 2022](#), will be given a further opportunity to comply from [January 5, 2022](#) to [January 31, 2022](#), inclusive, during which time they will be required to:
 - Attend a mandatory online education program about the efficacy and safety of COVID-19 vaccinations; and
 - Participate in the City's rapid testing program beginning [January 5, 2022](#).
- Employees who fail to provide a proof of vaccination using a City approved technology on or before [January 31, 2022](#), will be required to continue to participate in the city's rapid testing program.
- Employees who fail to Proof of Vaccination or comply with the requirements of the rapid testing program will be placed on an immediate unpaid leave of absence for a minimum of 30 days and may be subject to disciplinary action, up to and including termination.

Accommodation

The City will consider requests for an accommodation from the vaccination requirements of this Policy on an individual basis for those employees, volunteers and contractors who are unable to comply with the Policy because of a personal characteristic protected by the *British Columbia Human Rights Code* or a valid contraindication or deferral to a COVID-19 vaccination as identified by the Provincial Health Officer and as attached as Schedule "A".

Accommodation requests must be submitted to the Director of Human Resources, Joey Brar.

Rapid Testing Program

Employees are required to have a negative test result before the start of each shift as confirmed through the City authorized antigen test or polymerase chain reaction ("PCR") test.

Employees are to indicate the results of their test and submit a picture of their test to the City using a City approved technology and will be subject to audit, as required.

Each test result is valid for 72 hours and must be completed as required based on the employee's work schedule:

- Employees working **Monday** to **Friday** will require a negative test result on **Monday** and **Thursday**
- Employees working **Monday** to **Thursday**, or any 4-day period, will require a negative test result on **Monday** and **Thursday**. (A test is required prior to the first shift and fourth shift.)
- Employees working any length of time from one to three days will require a negative test before the first day of work.

The City will provide rapid testing kits to employees in the rapid testing program for tests that are required up to and including on **January 31, 2022**. Employees in the rapid test program are responsible for all costs (i.e., the cost for rapid test kits) for participating in the rapid testing program beginning on **February 1, 2022**.

More information on submitting proof of vaccination and obtaining the test kits will be provided.

The "Mask Use Policy" as outlined in the memo dated **October 6, 2021**, is still expected to be followed. This memo explains that if any member on a crew is not fully vaccinated, all crew members are required to wear masks when in the fire hall or on the apparatus.

It is important to remind all staff of the respectful workplace policy and to emphasize that all employees have an expectation to always be treated fairly and respectfully.

If you have any questions, please contact me.

Thank you

David Burns
Deputy Chief

David Burns (He, Him, His) | Deputy Chief



CITY OF SURREY

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