

**From:** Staff Communications <[staffcom@surrey.ca](mailto:staffcom@surrey.ca)>  
**Date:** January 3, 2022 at 5:54:19 PM PST  
**To:** Staff Communications <[staffcom@surrey.ca](mailto:staffcom@surrey.ca)>  
**Subject:** COVID-19 Update - January 3, 2022

**IN THIS UPDATE:**

- Stay Home if Sick and Get Tested
- REMINDER: Submit Your Proof of Vaccination Status by January 4, 2022

**January 3, 2022**

**WHAT'S NEW**

**IF YOU HAVE ANY SYMPTOMS, STAY HOME AND ARRANGE TO GET TESTED**

A reminder to staff that it's important to stay diligent in doing your part to keep the spread of infection low in our workplace. Here are some key items to remember:

- **Stay home if you are sick and get tested for COVID-19, no matter how mild your symptoms and even if you are fully vaccinated.**
  - **All staff must wear a mask any time they leave their desk, office or immediate work area.** Staff are reminded that as part of the City's [Interim Mask Policy](#), staff must wear a mask with at least 3-layers and is well constructed, well fitting and worn properly. Masks worn should fit snugly to your face; are appropriately sized to cover the nose, mouth and chin without gaps; and remain in place without the need for repeated repositioning. Medical masks (procedure or surgical), or respirators (ie. N95 mask) are also accepted. Please review additional information on [using cloth face masks](#).
  - **Until further notice, please schedule your meetings virtually.**

**REMINDER: SUBMIT YOUR PROOF OF VACCINATION STATUS BY JANUARY 4, 2022**

Effective January 4, 2022, City of Surrey Employees, Volunteers and Contractors will be

required to follow the [City of Surrey Employee, Volunteer and Contractor COVID-19 Vaccination Policy](#). Staff are required to provide their Proof of Vaccination Status, by **end of day January 4, 2022**, through the [City approved COVID-19 Vaccination Policy portal](#).

If you are not fully vaccinated and/or have not updated your Vaccination Status by January 4, 2022, you 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](#), starting January 5, 2022. The City will provide Rapid Testing Kits to eligible staff up to and including on January 31, 2022. It is the responsibility of the Employee to ensure that they have obtained the Rapid Testing Kit from the City. Staff may also use [Health Canada approved](#) antigen test kits from a private vendor if they choose not to receive kits from the City.

### How do I get a rapid test kit from the City of Surrey?

- a. Email [safety@surrey.ca](mailto:safety@surrey.ca) to arrange for kits; or,
- b. **Drop-in January 4 & 5 from 9am – 11:30am or 1:30pm-4pm at City Hall Meeting Room – 2E 20.08 Community Room B.** OHS Staff will be onsite. All eligible staff must advise the number of scheduled shifts they expect to be working during the first two weeks of January. Staff will be provided enough rapid-test kits to cover a two-week period.

You will given a further opportunity to get vaccinated from **January 5, 2022 to January 31, 2022**. Staff who have not provided Proof of Vaccination on or before **January 31 , 2022** will be required to continue participating in the [City's Rapid Testing Program](#). Employees in the Rapid Test Program will be responsible for all costs (i.e., the cost for Rapid Test Kits) for participating in the Rapid Testing Program beginning on February 1, 2022.

## EMPLOYEE SUPPORT AND RESOURCES

Visit CityNet for [information on programs and resources](#) available to staff, including mental health resources, tips to help you stay active, and resources to support your financial management.

Please remember, the [Employee & Family Assistance Program](#) is available to you and your immediate family, regardless of your employment status. The program can be reached 24 hours a day, 7 days a week by calling: 1.800.667.0993.

## WORKPLACE PROTOCOLS

For information on workplace protocols, including when to self-isolate, treatment of pay for absences related to COVID-19, and general staff FAQs, visit the [Workplace Protocol page](#) on CityNet.

## GENERAL INFORMATION

Visit the [COVID-19 site for staff](#) on CityNet for important updates and links to official resources.

Surrey residents and customers are advised to visit the [Notice Board](#) on [surrey.ca](#) for more information.

## Contact

If you have any questions, email [covid-19inquiries@surrey.ca](mailto:covid-19inquiries@surrey.ca), contact your HR Advisor or speak to your supervisor or manager.