



# **Managers' Toolkit for the Implementation of the Policy on COVID-19 Vaccination for the Core Public Administration including the Royal Canadian Mounted Police**

**Version 1.0**

October 8, 2021



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## 1. INTRODUCTION

Vaccination is one of the most effective tools we have at our disposal to protect broader public health in the face of COVID-19, and to prevent future outbreaks. Used in combination with preventative public health measures, it offers the best available protection for Canadians.

As the country's largest employer, the Government of Canada is leading by example on vaccination to protect the health and safety of public servants and the communities where they live and work.

Requiring the vaccination of the federal workforce will contribute to reaching the overall levels of vaccination Canada needs to sustain a resilient economic recovery in the face of more transmissible and dangerous COVID-19 variants of concern, and to protect the millions of children and others who are currently unable to be vaccinated and vulnerable to infection.

The government has announced details of its plans to require vaccination across the federal public service. These plans have been informed by discussions with key stakeholders, including departments, bargaining agents, and the Office of the Privacy Commissioner.

Under the new Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police, federal public servants in the Core Public Administration and members of the RCMP must attest to their vaccination status. The requirement for employees to be vaccinated applies whether they are teleworking, working remotely or working on-site.

As early as November 15, public servants who refuse to disclose their status or who are unwilling to be vaccinated will be placed on administrative leave without pay (LWOP). Employees who have attested to having received a first dose as of the attestation deadline will have a period of up to 10 weeks after the first dose to receive their second dose. If they do not receive their second dose by this time, they will be placed on LWOP. Employees unable to be vaccinated may request accommodation.

Other COVID-19 preventative measures will also continue to be in place, including encouraging remote work as much as possible, maintaining a physical distance of at least two metres, washing hands, wearing masks in common areas indoors or outdoors, and staying home when sick. Measures will be reviewed and adjusted as public health guidance evolves.

In accordance with the [Directive on Leave and Special Working Arrangements](#), public servants who work in the Core Public Administration and the RCMP can use “Time off for personal medical and dental appointments” (code 698) for both COVID-19 vaccine appointments.

The collection of all personal information from public servants will be done in accordance with the *Privacy Act*, the *Policy on Privacy Protection* and its related instruments.

## 2. POLICY AND RELATED FRAMEWORKS

### [Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police](#)

Framework for Implementation of the Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police

LINK TBD

Framework on Mandatory COVID-19 Testing for Implementation of the Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police

LINK TBD

### 3. TIMELINE INFOGRAPHIC – IMPLEMENTATION

<p><b>October 6, 2021</b> Effective Date</p>	<ul style="list-style-type: none"> <li>The Government of Canada Vaccine Attestation Tracking System (GC-VATS) is launched to departments in waves, ending October 15. The GC-VATS allows employees to enter their attestation of vaccination status, and any requests for accommodation.</li> </ul>		
<p><b>October 6-29, 2021</b> Attestation Period</p>	<ul style="list-style-type: none"> <li>Employees enter their vaccination status into the GC-VATS, no later than October 29.</li> </ul>	<ul style="list-style-type: none"> <li>Employees unable to be vaccinated begin making accommodation requests. Employees unable to be vaccinated are encouraged to request accommodation no later than October 29, 2021. Managers gather relevant information and render a decision as soon as possible.</li> </ul>	<ul style="list-style-type: none"> <li>All employees are permitted to access to their workplace as per existing departmental procedures, and without testing, but with appropriate preventative measures in place.</li> </ul>
<p><b>Special Situations – Other Attestation Deadlines</b></p>	<ul style="list-style-type: none"> <li>2 weeks after return from leave if the return from leave is after October 15, 2021; or</li> </ul>	<ul style="list-style-type: none"> <li>2 weeks after the date on which an employee has been informed of their manager’s decision that the duty to accommodate does not apply; or</li> </ul>	<ul style="list-style-type: none"> <li>For employees who, for reasons related to their current position, are unable to attest to their vaccination status, or do not have access to vaccines for the period extending from October 15th to October 29th, the attestation deadline is 2 weeks from the date they have access to vaccines, as determined by their manager, and notwithstanding their leave status.</li> </ul>

**October 29 -  
November 14, 2021**

- Unvaccinated employees and employees who have not attested to their vaccination status are required to attend a training session.
- Managers remind employees, in writing, of the consequences of not attesting to their vaccination status, requesting accommodation, or of being unvaccinated.

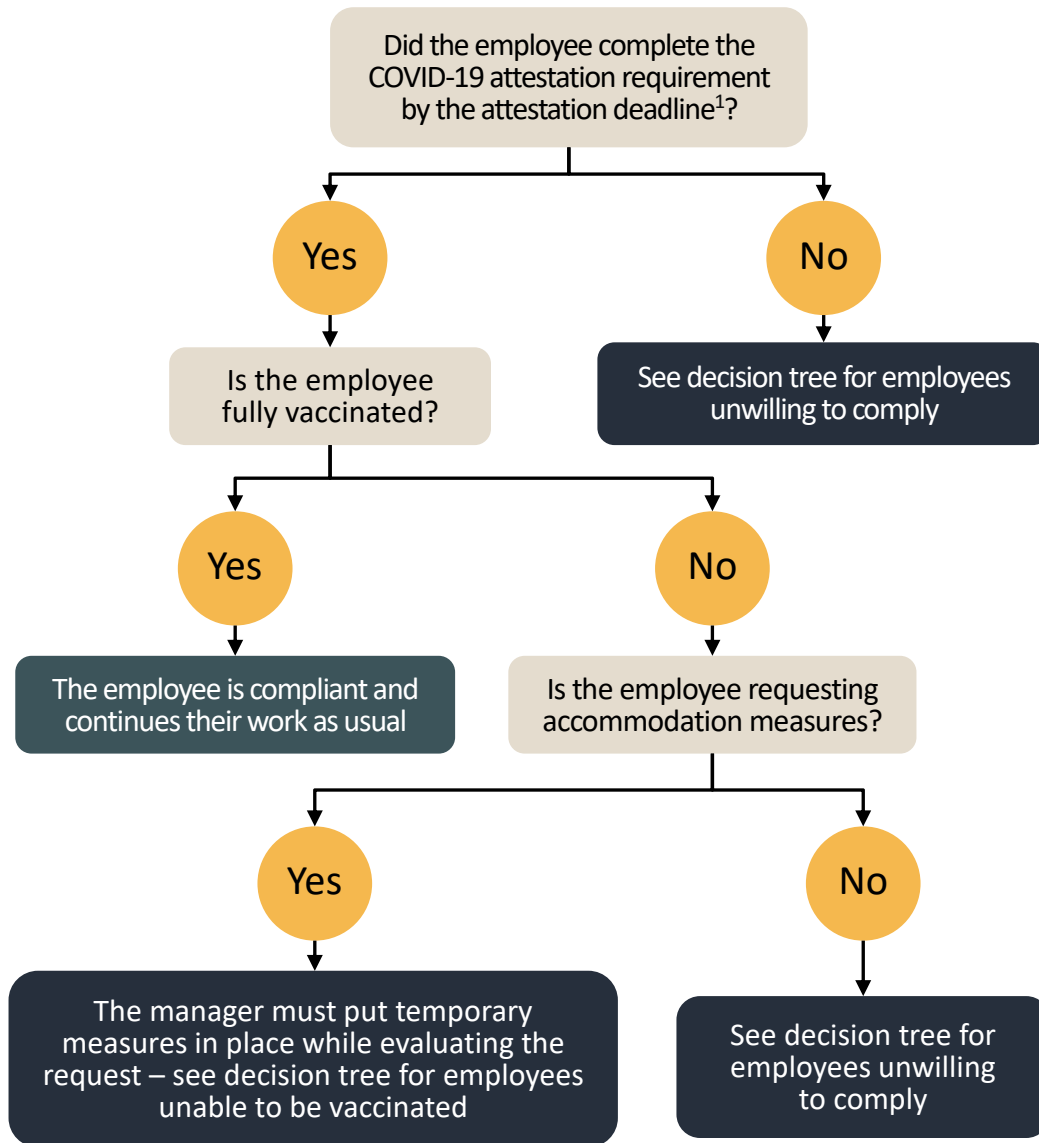
**November 15, 2021  
Full Implementation Date**

- Employees who have not attested to having received their first vaccination dose or submitted a request for accommodation are considered unwilling.
- Beginning of accommodation measures for employees unable to be vaccinated, including mandatory testing of employees who must report to work on-site. Please refer to the Framework on Mandatory COVID-19 Testing for implementation of the Policy on COVID-19 Vaccination for the Core Public Administration including the Royal Canadian Mounted Police.
- Employees will be placed on administrative LWOP if:
  - They are unwilling to be vaccinated; or
  - They are unwilling to attest to their vaccination status.
- Employees who have attested to having received a first dose as of the attestation deadline will have a period of up to 10 weeks after the first dose to receive their second dose. If they do not receive their second dose by this time, they will be placed on LWOP.



## 4. DECISION TREES

# Mandatory Vaccination Attestation

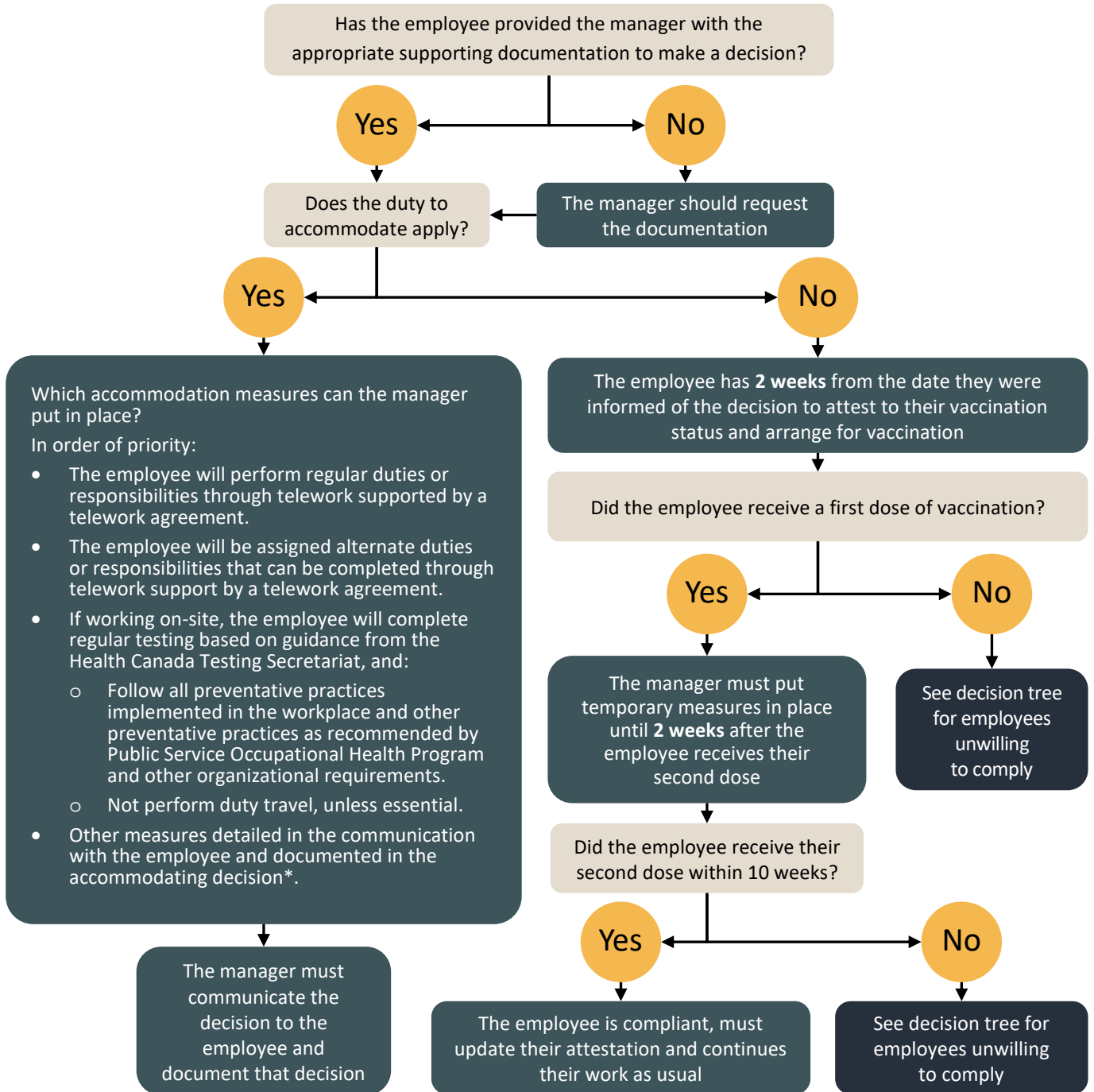


### Notes

<sup>1</sup>Attestation deadline is the date by which an employee's attestations must be entered in the GC-VATS, or provided to managers if the employee does not have access to the GC-VATS:

- October 29, 2021, including for employees on "Other Leave With Pay (699)" for reasons related to the pandemic; or
- 2 weeks after return from leave if the return from leave is after October 15, 2021; or
- 2 weeks after the date on which an employee has been informed of their manager's decision that the duty to accommodate does not apply; or
- for employees who, for reasons related to their current position, are unable to attest to their vaccination status, or do not have access to vaccines for the period extending from October 15<sup>th</sup> to October 29<sup>th</sup>, the attestation deadline is 2 weeks from the date they have access to each, as determined by their manager, and notwithstanding their leave status.

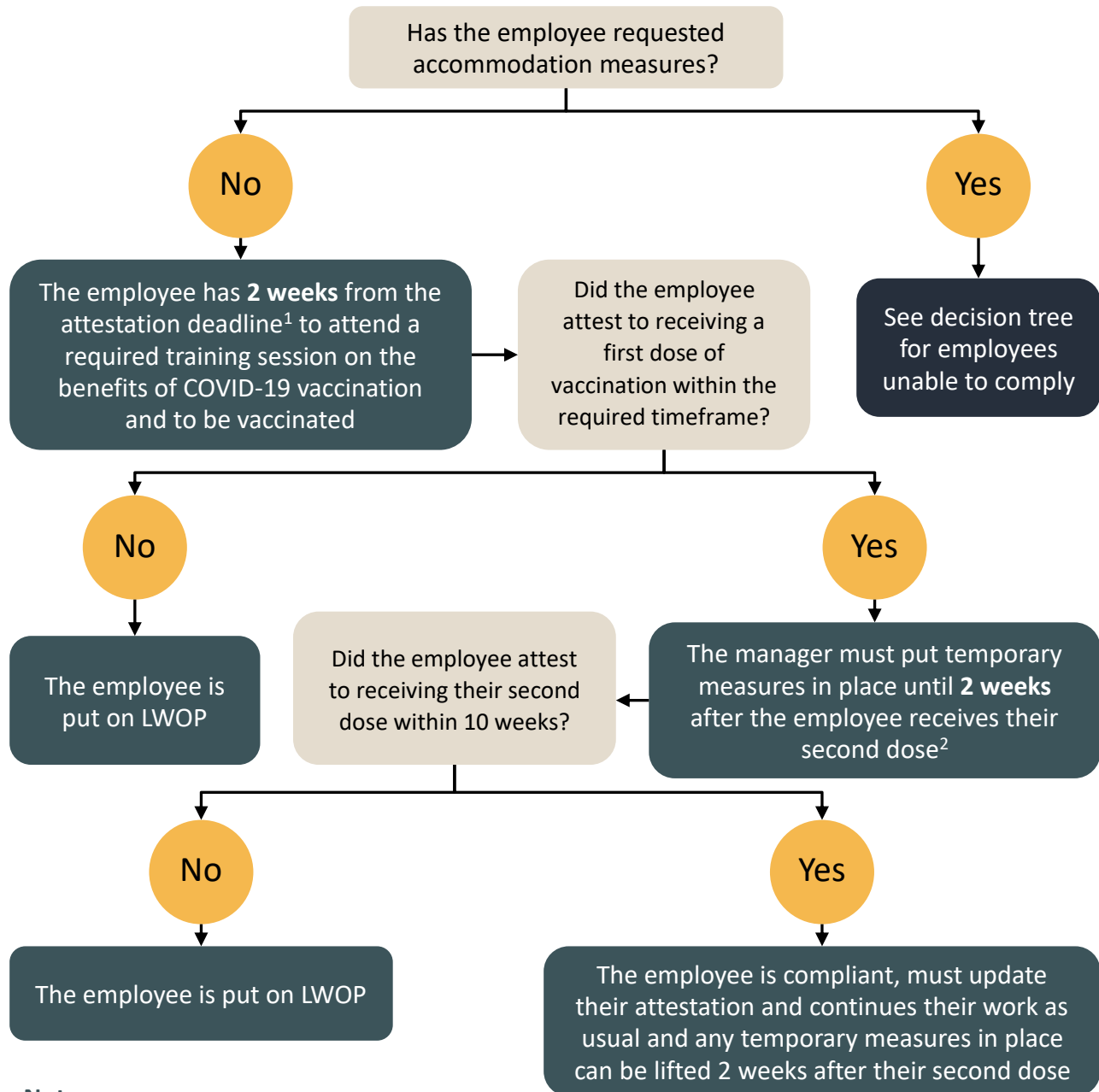
# Mandatory Vaccination Unable



## Notes

\* For further guidance, managers should seek support from human resources.

# Mandatory Vaccination Unwilling Employees



## Notes

<sup>1</sup>Attestation deadline is the date by which an employee’s attestations must be entered in the GC-VATS, or provided to managers if the employee does not have access to the GC-VATS:

- October 29, 2021, including for employees on “Other Leave With Pay (699)” for reasons related to the pandemic; or
- 2 weeks after return from leave if the return from leave is after October 15, 2021; or
- 2 weeks after the date on which an employee has been informed of their manager’s decision that the duty to accommodate does not apply; or
- for employees who, for reasons related to their current position, are unable to attest to their vaccination status, or do not have access to vaccines for the period extending from October 15<sup>th</sup> to October 29<sup>th</sup>, the attestation deadline is 2 weeks from the date they have access to each, as determined by their manager, and notwithstanding their leave status.

<sup>2</sup>The employee's second dose must be no later than 10 weeks after the first dose.

## 5. GOVERNMENT OF CANADA VACCINE ATTESTATION TRACKING SYSTEM (GC-VATS) - INSTRUCTIONS FOR EMPLOYEES TO COMPLETE ATTESTATION FORM IN GC-VATS

### Section for Employee

*Instructions that will Appear in the Application:*

All employees will be required to attest to their vaccination status in order to comply with the Policy on Vaccination. To do so, they must log on to the application through the TBS Application Portal (TAP), the same portal which houses the "Public Service Performance Management (PSPM)" application. The instructions below outline the steps which employees must follow to complete the attestation form.

#### Step 1: Privacy Statement

- ✓ Review the Privacy statement. Click "Acknowledge and continue" to advance to Step 2: Vaccination status.
- ✓ If you do not wish to accept the Privacy statement, click "Return Home".

#### Step 2: Vaccination Status

- ✓ Ensure that the name of your direct manager is correct.
  - If your manager's name is correct, proceed to vaccination status.
  - If your manager's name is not correct, contact your manager to request a correction before continuing.
- ✓ Select the current vaccination status that applies to you, as defined by the [Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police](#)

**Note:** If you have not completed all required vaccine doses or are in the waiting period (14 days) after a dose, you can complete your attestation as of October 15, 2021.

- Fully vaccinated
- Unvaccinated
- Unvaccinated because you are seeking accommodation:
  - You must speak with your manager directly about your request for accommodation and provide appropriate documentation at the earliest opportunity or by the attestation deadline (October 29).
  - Here are some details about the supporting materials that your manager may request:
    - Medical Contraindication: Written documentation from your

treating medical physician or nurse practitioner on grounds for not receiving or for delaying the COVID-19 vaccine ([which can be provided using this form](#)). The note must specify whether the reason is permanent or time limited. If time limited, the note should indicate how long the limitation is expected to last.

- Religion: [A sworn affidavit](#) (signed before a commissioner for taking affidavits) containing information about the sincere religious belief that prohibits full vaccination.
- Other Prohibited Grounds: Specific information on the nature of the reason a prohibited ground of discrimination under the [Canadian Human Rights Act \(CHRA\)](#) or unable to be vaccinated.

\*Your manager may request additional information and supporting documentation, as may be appropriate.

\*Other alternative documentation could be accepted, in consultation with departmental HR specialists

### Step 3: Review

- ✓ Review your Attestation Before Submitting.
  - a. To make a correction, click “Previous” to return to Step 2: Vaccination status.
- ✓ Click “Submit”
  - b. If you have requested accommodation, follow up with your manager.

## Employee Attestation Form

Note: If you have not completed all required vaccine doses or are in the waiting period (14 days) after a dose, you can complete your attestation as of October 15, 2021. You are also required at this time to provide your manager with the date of your first vaccination.

I attest that my COVID-19 vaccination status is

- Fully Vaccinated per the Vaccination Policy for the Core Public Administration
- Unvaccinated because I am requesting an accommodation
- Unvaccinated

I am requesting accommodation

- due to a medical contraindication
- under a prohibited ground of discrimination under s.3(1) of the *Canadian Human Rights Act*

Indicate *CHRA* ground

- Religion
- Another prohibited ground under s.3(1) of the *Canadian Human Rights Act*

By submitting this form, I certify that the statements I have made and the information I have disclosed in this form are true, complete, correct and in accordance with the **Values and Ethics Code for the Public Sector**. I understand that if my vaccination status changes, I must complete a new vaccination status attestation. I acknowledge that the information I submit in this form is subject to verification and audit and I specifically acknowledge that my manager reserves the right, at the manager's sole discretion, to request proof of vaccination.

Employee Accommodation Acknowledgement

- My manager and I have discussed my request for accommodation and the resulting decision.

Click "Submit".

## Section for Managers

*Instructions that will Appear in the Application:*

### Review employee submissions:

- If the employee is fully vaccinated, no further action is needed.
- If the employee is unvaccinated and not requesting accommodation, refer to the [Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police](#).
- If the employee is unvaccinated and requesting accommodation:

#### ✓ Step 1: Review the request and make a decision as soon as possible or by the full implementation date.

- If accommodation is requested due to a medical contraindication:
  - Written documentation from their treating medical physician or nurse practitioner on grounds for not receiving or for delaying the COVID-19 vaccine (which can be provided using [this form](#)). The note must specify whether the reason is permanent or time limited. If time limited the note should indicate how long it is expected to last.
- If accommodation is requested due to religion:
  - A [sworn affidavit](#) (signed before a commissioner for taking affidavits) containing information about the sincere religious belief that prohibits full vaccination.
- If accommodation is requested related to other prohibited grounds under the [Canadian Human Rights Act](#):
  - Specific information on the nature of the reason a prohibited ground of discrimination renders them unable to be fully vaccinated against COVID-19.

Note:

- You may request any additional information and supporting documentation, as may be appropriate.
- Other alternative documentation could be accepted, in consultation with departmental HR specialists.
- All documentation received during the duty to accommodate process should be treated as Protected B (when completed).

#### ✓ Step 2. Record the decision:

- If the duty to accommodate APPLIES (i.e.: you have reviewed and accepted the justification):
  - Indicate whether the accommodation is permanent or temporary:

- If temporary, enter the end date.
- Indicate the accommodations that will be implemented. These can include:
  - Performing regular duties and responsibilities through telework supported by a telework agreement as per the Directive on Telework.
  - Assigning alternate duties or responsibilities that can be completed through telework supported by a telework agreement as per the Directive on Telework.
  - Testing as per the Health Canada Testing framework.
  - Other measures detailed in communication with your employee and in the accommodation request.
- If the duty to accommodate does not APPLY (i.e., you have reviewed and not accepted the justification):
  - Refer to the [Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police](#).
- Discuss the decision with your employee, acknowledge the decision in the GC-VATS, and ensure your employee acknowledges the decision in the GC-VATS.



## Process request for accommodation

### Documentation

#### Medical Contraindication

Written documentation from the employee's treating medical physician or nurse practitioner on grounds for not receiving or for delaying the COVID-19 vaccine (which can be provided using this [form](#)). The note must specify whether the reason is permanent or time limited. If time limited the note should indicate how long the limitation is expected to last.

#### Religion

A sworn [affidavit](#) (signed before a commissioner for taking affidavits) containing information about the sincere religious belief that prohibits full vaccination.

#### Other Prohibited Grounds

Specific information on the nature of the reason a prohibited ground of discrimination renders the employee unable to be fully vaccinated.

I have received and reviewed the documentation

- Necessary supporting documentation; or
- Alternative documentation in consultation with my departmental HR specialists; and,
- The supporting documentation will be retained as per information management protocols, retention guidelines and in accordance with the *Privacy Act* and its *Regulations*. (required)

Decision:

#### Duty to Accommodate

- Duty to accommodate DOES NOT APPLY (refer to Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police
- Duty to accommodate APPLIES (I have reviewed and accepted the justification)

#### Accommodation duration

- Permanent; or,
- Time limited, expiring on [Select a date]

Accommodation Measure:

- Performing regular duties/responsibilities through telework supported by a telework agreement as per the [Directive on Telework](#);
- Assigning alternate duties/responsibilities that can be done through telework supported by a telework agreement as per the [Directive on Telework](#);
- Testing as per Health Canada testing framework; and/or,
- Other measures \_\_\_\_\_[textbox].

Other measures (must specify): *(For privacy reasons, only include information related to the accommodation measure being taken, not information related to the employee's personal accommodation request. Examples could include: adjusted hours, flexible schedule, etc.)*

Acknowledgement of Discussion:

- The employee and I have discussed this request for accommodation and the resulting decision.

Click "Submit".

## 6. INSTRUCTIONS FOR EMPLOYEES TO COMPLETE ATTESTATION FORM OUTSIDE OF GC-VATS (PAPER VERSION)

### COVID-19 Vaccination Attestation Form

Report your vaccination status, as defined by the Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police.

*\*This form is only to be used when an employee does not have access to the GC-VATS Application.*

1. **Employee Name:**

**PRI/HRMIS number for RCMP/DND service number for military:**

**Manager Name:**

2. **Privacy Statement:**

I acknowledge the below-noted privacy statement.

3. **I attest that my COVID-19 vaccination status is (required)**

Note: If you have not completed all required vaccine doses or are in the waiting period (14 days) after a dose, you can complete your attestation as of October 15, 2021. You are also required at this time to provide your manager with the date of your first vaccination.

- Fully Vaccinated per the Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police
- Unvaccinated because I am requesting accommodation
- Unvaccinated

**I am requesting accommodation (required)**

- Due to a medical contraindication
- Under a prohibited ground of discrimination under s.3(1) of the *Canadian Human Rights Act*

Indicate *CHRA* ground (required)

- Religion
- Another prohibited ground under s.3(1) of the *Canadian Human Rights Act*

By submitting this form, I certify that the statements I have made and the information I have disclosed in this form are true, complete, correct and in accordance with the [Values and Ethics Code for the Public Sector](#). I understand that if my vaccination status changes, I must complete a new vaccination status attestation. I acknowledge that the information I submit in this form is subject to verification and audit and I specifically acknowledge that my manager reserves the right, at the manager's sole discretion, to request proof of vaccination.

4. **Employee Signature:**

Date:

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5. **Process request for accommodation, if applicable**

**Manager to complete the following:**

**I have received and reviewed the documentation (required)**

- Necessary supporting documentation; or
- Alternative documentation in consultation with my departmental HR specialists;
- The supporting documentation will be retained as per information management protocols, retention guidelines and in accordance with the Privacy Act and its Regulations (required)

**Decision**

**Duty to accommodate (required)**

- Duty to accommodate DOES NOT APPLY (refer to Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police)
- Duty to accommodate APPLIES (I have reviewed and accepted the justification)

**Accommodation duration (required)**

- Permanent; or,
- Time limited, expiring on (enter DATE): \_\_\_\_\_ (required)

**Accommodation Measure (required)**

- Performing regular duties/responsibilities through telework supported by a telework agreement as per the Directive on Telework;
- Assigning alternate duties/responsibilities that can be done through telework supported by a telework agreement as per the Directive on Telework;
- Testing as per Health Canada testing framework; and/or,
- Other measures (must specify): (For privacy reasons, only include information related to the accommodation measure being taken, not information related to the employee's personal accommodation request. Examples could include: adjusted hours, flexible schedule, etc.)

**Acknowledgement of Discussion:**

- The employee and I have discussed this request for accommodation and the resulting decision.

**Manager signature:**

Date:

- My manager and I have discussed my request for accommodation and the resulting decision.

**Employee signature:**

Date:

## Privacy Statement of Attestation Form

The Treasury Board (TB), as the employer for the Core Public Administration, has a duty to ensure the health and safety of employees in the workplace. Vaccination against COVID-19 will be a requirement for all federal public servants as part of the approach to protect federal public servants and the community from COVID-19 and ensuring safe workplaces. Vaccination will add a layer of protection that will work with other public health measures to combat the spread of the virus.

The purpose for collection and use of this information is to fulfill the responsibility of your employer to ensure the health and safety of employees. This is a requirement under section 124, Part II of the Canada Labour Code and under the Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police. Personal information is collected pursuant to section 7 and 11.1 of the *Financial Administration Act* and in accordance with the *Privacy Act*. The personal information collected will be used to confirm your vaccination status and to consider requests for accommodation for those unable to be vaccinated. The personal information will be used, in conjunction with additional COVID-19 preventative measures, including testing, to determine if you will be granted on-site access to the workplace and to determine whether you may report to work in person or remotely. Your personal information will also be used by your organization and TBS to monitor and report on the overall impact of COVID-19 and compliance with the vaccination program both within the organization and for the Core Public Administration, as described in standard personal information bank PSE 907, [Occupational Health and Safety](#).

Personal information may also be used to facilitate personnel administration in the employing organization and to ensure continuity and accuracy when an employee is transferred to another organization as described in standard personal information bank PSE 901, [Employee Personnel Record](#). The centralized collection, use, and disclosure of your personal information is described in TBS central personal information bank (under development).

Refusal to provide the requested information may result in employees being refused on-site access to the workplace, whether you may report to work in person or remotely and other administrative consequences such as employees being placed on leave without pay, until they are fully compliant. Under the *Privacy Act*, you have the right to access your personal information and request corrections to your information. Should you wish to exercise your rights under the *Privacy Act*, or have any questions about this statement, please contact your organization's ATIP Coordinator. You have the right to file a complaint with the [Office of the Privacy Commissioner](#) about the handling of your personal information.

## Instructions to Complete the Paper Version of the Employee Attestation Form - Employee Section

### Step 1: Employee Details

1. Write your name, Personal Record Identifier (PRI), HRMIS number for RCMP or DND service number for military and your direct Manager's name.

### Step 2: Privacy Statement

1. Review the Privacy statement. Acknowledge the Privacy Statement on Page 4.
2. If you do not wish to accept the Privacy statement, please discuss with your manager.

### Step 3: Vaccination Status

**Note:** If you have not completed all required vaccine doses or are in the waiting period (14 days) after a dose, you can complete your attestation as of October 15, 2021.

1. Select the current vaccination status that applies to you, as defined by the Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police.
  - Fully vaccinated
  - Unvaccinated
  - Unvaccinated because you are seeking accommodation
    - You must speak with your manager directly about your request for accommodation and provide appropriate documentation at the earliest opportunity or by the attestation deadline.
    - Here are some details about the supporting materials that your manager may request:
      - Medical Contraindication: Written documentation from your treating medical physician or nurse practitioner on grounds for not receiving or for delaying the COVID-19 vaccine. The note must specify whether the reason is permanent or time limited. If time limited the note should indicate how long it is expected to last.
      - Religion: A sworn affidavit (signed before a commissioner for taking affidavits) containing information about the sincere religious belief that prohibits full vaccination.
      - Another Prohibited Ground: Specific information on the nature of the reason a prohibited ground of discrimination under the *CHRA* that renders you unable to be vaccinated.

\*Your manager may request any additional information and supporting documentation, as may be appropriate.

\*Other alternative documentation could be accepted, in consultation with departmental HR specialists.

#### Step 4: Review

1. Review your attestation before signing.

#### Step 5: Accommodation Request

1. If you have requested accommodation, follow up with your manager.

### Instructions to complete the paper version of the Employee Attestation Form - Manager Section

#### Review employee submissions:

- If the employee is fully vaccinated, no further action is needed.
- If the employee is unvaccinated and not requesting accommodation, refer to the Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police.
- If the employee is unvaccinated and requesting accommodation:
  1. **Review the request and make a decision as soon as possible or by the full implementation date.**
    - If accommodation is requested due to a medical contraindication:
      - Written documentation from your treating medical physician or nurse practitioner on grounds for not receiving or for delaying the COVID-19 vaccine (which can be provided using this form). The note must specify whether the reason is permanent or time limited. If time limited the note should indicate how long it is expected to last.
    - If accommodation is requested due to religion:
      - A sworn affidavit (signed before a commissioner for taking affidavits) containing information about the sincere religious belief that prohibits full vaccination.
    - If accommodation is requested related to other prohibited grounds under the *Canadian Human Rights Act*:
      - Specific information on the nature of the reason a prohibited ground of discrimination renders them unable to be fully vaccinated against COVID-19.

#### Note:

- You may request any additional information and supporting documentation, as may be appropriate.
- Other alternative documentation could be accepted, in consultation with departmental HR specialists.
- All documentation received during the duty to accommodate process must be treated as Protected B (when completed).

#### 2. Record the decision:

- If the duty to accommodate APPLIES (i.e.: the manager has reviewed and accepted the justification):



- Indicate whether the accommodation is permanent or temporary:
  - If temporary, enter the end date.
- Indicate the accommodations that will be implemented. These can include:
  - Performing regular duties or responsibilities through telework supported by a telework agreement as per the Directive on Telework.
  - Assigning alternate duties or responsibilities that can be completed through telework supported by a telework agreement as per the Directive on Telework.
  - Testing as per the Health Canada Testing framework.
  - Other measures detailed in communication with your employee and in the accommodation request.
- If the duty to accommodate does not APPLY (i.e., the manager has reviewed and not accepted the justification):
  - Refer to the Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police.
- Discuss the decision with your employee, acknowledge the decision by signing at the end of the Attestation pages, and ensure your employee acknowledges the decision as well.

## 7. GOVERNMENT OF CANADA VACCINE ATTESTATION TRACKING SYSTEM (GC-VATS)-myEmployees

### Establishing your Team with myEmployees

Managers use myEmployees to claim and release employees. This new application serves both GC-VATS and the Public Service Performance Management (PSPM) application. Therefore, those managers already using PSPM will see their team as it has been established there reflected in GC-VATS. The manager's ability to track their employees' vaccination status depends on properly establishing their team in myEmployees.

**Note:** any change made in myEmployees is reflected in **both** GC-VATS and PSPM applications.

Select one of the Fact Sheets below for easy, step-by-step instructions.

1. Factsheet for NEW USERS
2. Factsheet for SENIOR MANAGEMENT, MANAGERS AND SUPERVISORS
3. Factsheet For EMPLOYEES



## HOW TO USE THE myEMPLOYEES APPLICATION FACTSHEET FOR NEW USERS

Managers must now use the [myEmployees application](#) to update their reporting structure. This application allows managers to claim employees as their direct report and release them when they no longer report to them directly. They can also update key information in their direct reports' profile. Any changes made will be reflected in both the [Public Service Performance Management \(PSPM\) app](#) and the [Government of Canada Vaccine Attestation Tracking System \(GC-VATS\) app](#).

### INSTRUCTIONS

#### IMPORTANT NOTES

**a) New users:** employees at all levels who were not [PSPM app](#) users as of October 1, 2021.

**b) Employees on interchange:** you will meet the requirement of being an "active employee" for the registration to the [TAP](#) once your name has been included in the data feed sent to TBS by your organization.

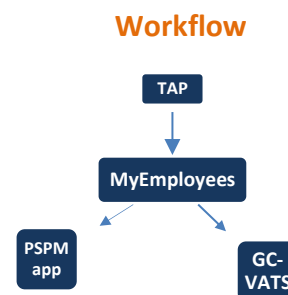
**c) Employees on secondment:** your current manager will be able to claim you but your profile will remain attached to your home organization.

#### 1: Register in the [TBS Applications Portal \(TAP\)](#)

The [myEmployees app](#) is accessed through the [TAP](#).

Prior to registering into the [TAP](#), a user will need to:

- Have a PRI or a HRMIS (RCMP & DND members)
- Obtain a valid [MyKey](#)
- Log into Entrust at least once with their [MyKey](#) on their current device
- Be an active employee, which means that your user's account has been activated in Phoenix or, if you are not paid by Phoenix, your information was included in the latest data feed sent to TBS by your organization.
- **NOTE: If you do not have any of the above, you may have to be registered manually. Please contact your HR department.**



When logging in, the [TAP](#) verifies additional information such as the user's name and the date of birth.

#### 2: Logging in the [myEmployees app](#)

At this point you'll be able to see your profile, review your manager or accept your new manager.

#### 3: Review your profile information

Review your profile information to ensure it is up to date. If there are errors, contact your manager. Your manager can change the following: the place of work, the location of work, the group and level, and the position number. All other information is system-generated.

#### 4: Request to be claimed by your manager

Contact your current manager and ask that they claim you as their direct report. When they do, you will see their claim request in the Current manager table.

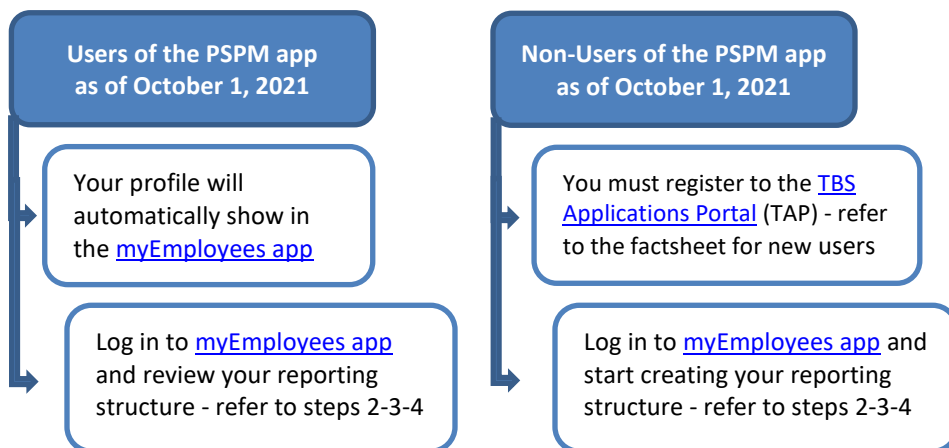


## HOW TO USE THE myEMPLOYEES APPLICATION FACTSHEET FOR SENIOR MANAGEMENT, MANAGERS AND SUPERVISORS

Whether you are a deputy minister, executive, manager or supervisor, you must now use the [myEmployees application](#) to update your reporting structure. This change will reduce the burden on you to have to claim and release employees in multiple TBS applications, including the [Public Service Performance Management \(PSPM\) app](#) and the new [Government of Canada Vaccine Attestation Tracking System \(GC-VATS\) app](#).

### INSTRUCTIONS ON HOW TO CREATE YOUR TEAM IN THE myEMPLOYEES APP

#### 1 How to register



#### 3 How to update employees' profile

- a. **Click Table view** to display the list of all employees in your reporting structure.
- b. **Select the employee** whose profile you want to update. The employee's profile page displays.
- c. **Click update.** You can only update the employee's: place of work, location of work, group & level and position number.

#### 2 How to claim employees

- a. **Click Add employee**
  - With My department selected, enter at least 1 character of the employee's first or last name.
  - To search across all departments, select All departments, and enter the PRI and at least 1 character of the employee's name you want to find.
- b. **Click Search to display the results**
  - Locate the employee you want to add in the Employee details filter table.
  - If the employee's registration is shown as "No", the employee is not registered in [TAP](#) and cannot be claimed. Ask the employee to register in [TAP](#). (refer your employee to the factsheet for new users)
- c. **If the employee has already been released by their previous manager**
  - Click Add employee to send a claim request to the employee.
  - Once the employee accepts your request, they will appear in your reporting structure.
- d. **If the employee has not been released by their previous manager:**
  - Contact the manager (or ask the employee to do so) to request that they proceed with the release.
  - Once the release is complete, you will be able to claim the employee.

#### 4 How to release employees

1. **Click Table view** to display the list of all employees in your reporting structure.
  - Select the employee you want to release and click Release.
  - The employee will be removed from your reporting structure and can now be claimed by another manager.

#### Important notes



- Entries that can't be modified in the employee's profile are system-generated. Contact HR to request updates.
- If you or the employee can't reach a manager to request they be released, contact HR.

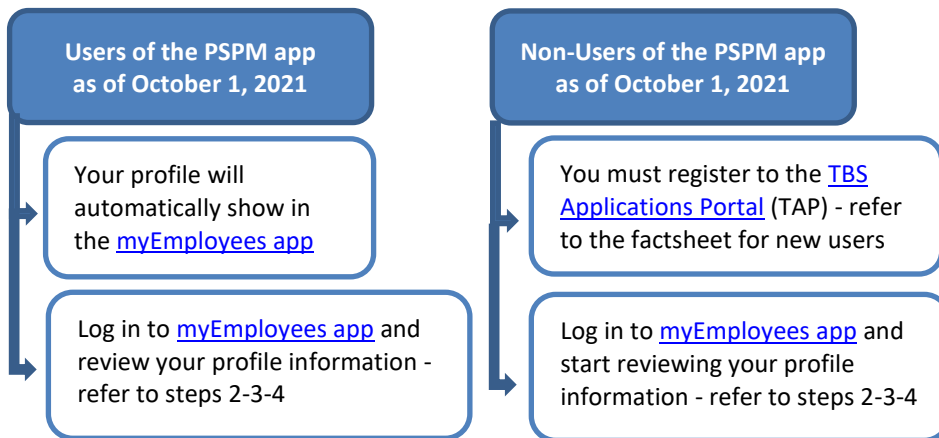


## HOW TO USE THE myEMPLOYEES APPLICATION FACTSHEET FOR EMPLOYEES

Managers must now use the [myEmployees application](#) to update their reporting structure. This application allows managers to claim employees as their direct report and release them when they no longer report to them directly. They can also update key information in their direct reports' profile. Any changes made will be reflected in both the [Public Service Performance Management \(PSPM\) app](#) and the new [Government of Canada Vaccine Attestation Tracking System \(GC-VATS\) app](#).

### INSTRUCTIONS

#### 1 How to register



#### 2 View or change your profile

##### Review your profile information:

Make sure your profile information is up to date.

If there are errors, contact your manager.



#### 3 Request a change in manager

##### If the manager listed in your profile is no longer your current manager:

- Contact them to ask that they release you as a direct report.
- Once your previous manager has released you, your current manager will be able to claim you as their direct report.
- Contact your current manager and ask that they claim you as their direct report. When they do, you will see their claim request in the Current manager table. If others have claimed you as their employee, you will also see their claim requests.

#### 4 Accept a manager's claim request

##### Review the Current manager table:

To accept a manager as your current manager, select that manager's claim request and click Accept.





Any remaining manager claim requests will be cleared.

#### Important notes

- If you cannot reach a manager (i.e., they are on leave, or have left the public service) to request to be released or to be claimed, contact the acting manager or the next manager in line to make the request.
- Your manager can only change the following: the place of work, the location of work, the group and level, and the position number. All other information is system-generated.



## 8. VACCINATION STATUS – PERSONAS

 <p><b>Anna</b> Returning from leave</p>	 <p><b>Mohamed</b> Not vaccinated</p>	 <p><b>Jane</b> Unwilling to disclose vaccination status</p>	 <p><b>Taylor</b> Requests accommodation</p>
<p><b>Upon return from leave*</b> Anna is required to familiarize herself with the new Framework and Policy.</p> <p><b>Within 2 weeks:</b> Anna must enter her attestation of vaccination status, or accommodation request, via the GC-VATS or other mechanism.</p> <p>Since Anna is not yet vaccinated, she has <b>2 weeks</b> to attend a training session on COVID-19 Vaccination on <a href="#">GCcampus</a> and receive her first dose.</p> <p>During this time, Anna can still access the worksite if needed,</p> <p>If Anna does not receive her first dose within <b>4 weeks</b> of her return from leave, she will be placed on LWOP.</p> <p><b>After 5 days</b> on LWOP, Anna will receive a Record of Employment.</p> <p>*Includes, for example, maternity, parental, sick and vacation leave.</p>	<p><b>October 6, 2021:</b> Mohamed is required to familiarize himself with the new Framework and Policy.</p> <p><b>By October 29, 2021:</b> Mohamed is required to enter his attestation of vaccination status, or accommodation request, via the GC-VATS or other mechanism, but Mohamed is not vaccinated. During this time, Mohamed can still access the worksite if needed.</p> <p>Mohamed must attend a training session on COVID-19 Vaccination available on <a href="#">GCcampus</a>.</p> <p>If Mohamed has not received his first dose by <b>November 15, 2021</b>, he will be placed on LWOP.</p> <p><b>After 5 days</b> on LWOP, Mohamed will receive a Record of Employment.</p> <p>If, at a later date, Mohamed decides to be vaccinated, his pay will be reinstated as of the date of his revised attestation. Mohamed will have a period of <b>10 weeks</b> to receive a second dose or he will be put back on LWOP.</p>	<p><b>October 6, 2021:</b> Jane is required to familiarize herself with the new Framework and Policy.</p> <p><b>By October 29, 2021:</b> Jane is required to enter her attestation of vaccination status, or accommodation request, via the GC-VATS or other mechanism. During this time, Jane can still access the worksite if needed.</p> <p>Jane decides not to disclose her vaccination status on GC-VATS or other mechanism.</p> <p>Jane must attend a training session on COVID-19 Vaccination available on <a href="#">GCcampus</a>.</p> <p>If Jane does not disclose her vaccination status by <b>November 15, 2021</b>, she will be placed on LWOP.</p> <p><b>After 5 days</b> on LWOP, Jane will receive a Record of Employment.</p> <p>If, at a later date, Jane decides to attest that she has been fully vaccinated, her pay will be reinstated as of the date of her revised attestation. Jane will have a period of <b>10 weeks</b> to receive a second dose or she will be put back on LWOP.</p>	<p><b>October 6, 2021:</b> Taylor is required to familiarize themselves with the new Framework and Policy.</p> <p><b>By October 29, 2021:</b> Taylor enters an accommodation request into GC-VATS or other mechanism.</p> <p>Taylor provides their manager with supporting documentation for their request at the earliest opportunity or <b>before November 15, 2021:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Medical contraindication or</a></li> <li>• <a href="#">Affidavit for religious grounds; or</a></li> <li>• Attestation regarding other prohibited grounds of discrimination under the <i>CHRA</i> that renders the employee unable to be fully vaccinated.</li> </ul> <p>Manager discusses request with HR or LR advisors as needed. HR/LR can contact OCHRO as needed. Manager makes an informed decision as soon as possible or by <b>November 15, 2021</b>.</p> <p>Accommodation, if approved, is implemented and Taylor keeps manager informed of any changes in accommodation needs.</p> <p>If the accommodation is not approved, Taylor would be required to attend a training session on COVID-19 Vaccination <a href="#">available on GCcampus</a> within 2 weeks of being informed of the decision. Taylor would then be placed on LWOP if Taylor does not receive their first dose within the same 2-week period.</p>

## 9. QUESTIONS AND ANSWERS

**Note:** This is not an exhaustive list of questions and answers. More will be added as they arise.

### Non-compliance and Leave Without Pay

1. What happens to employees' access to the workplace when they are placed on LWOP?
  - Employees' access to the workplace is restricted (managers would notify security to suspend access).
  - Off-site visits, business travel and conferences would also be restricted.
2. How long will an employee be on LWOP?
  - As is outlined in the Policy on Vaccination, an employee will be on LWOP until the employee's vaccination status changes, until the Policy is rescinded or until the Policy is changed in this regard. The Policy will be reviewed every six months.
3. Is an employee on LWOP for non-compliance with the Policy on Vaccination able to return to work after their first dose?
  - Yes, an employee can return to work with temporary measures in place if necessary.
  - An employee's pay will be reinstated after they complete their revised attestation. At that time, the employee will have a period of 10 weeks within which they must receive their second dose. If an employee does not attest to having received their second dose of a 2-dose series, during that period, they are considered unwilling and will return to LWOP.
4. Will an employee on LWOP eventually have their employment terminated if they continue to be unwilling to be vaccinated?
  - The current Policy on Vaccination does not consider termination of employment or a specific end date to LWOP. The Policy will be reviewed every six months.
5. Will progressive discipline be used for employees who are unwilling to be vaccinated?
  - If employees do not comply with the Policy on Vaccination, they will be placed on LWOP until after they receive their first dose. This is an administrative measure, not a disciplinary one.
6. What leave code should managers use when placing employees on LWOP for non-compliance with the Policy on Vaccination?
  - Managers are to use leave code 999 LWOP-Other.
7. What is the impact to contributions and benefits under the public sector pension plans (public service, the Royal Canadian Mounted Police and Canadian Forces pension plans) for those placed on LWOP?
  - The public sector pension plans have existing provisions for members on LWOP. In general, employer approved LWOP can be pensionable, meaning that the period of service may count in the calculation of the employee's public service pension,



though some exceptions apply.

- In most situations, contributions for the first 3 months of LWOP continue at a normal single rate. After 3 months, a double rate is applied to those placed on **LWOP** to cover both the employer and employee contributions.
  - For more complete information regarding LWOP, consult the following links:
    - Members of the Public Service pension plan: [LWOP information package](#);
    - [Services and information - Canadian Armed Forces Pension](#) and
    - [LWOP information package: Royal Canadian Mounted Police pension](#).
- 8.** Are there limits on how much LWOP may be counted for pension purposes?
- Yes. The [Income Tax Act](#) places restrictions on the total periods of LWOP that can be treated as pensionable during an employee's career. The maximum permitted is 5 years, excluding sick LWOP. However, an employee may also be credited with an additional three years of LWOP for parenting purposes. The 5-year maximum may also be exceeded for "on-loan" situations where the services of a public service employee are loaned out to another employer.
  - More information on the tax implications of taking a period of LWOP is available in the [LWOP Information Package](#).
- 9.** What happens to coverage under the Supplementary Death Benefit (SDB) plan while on LWOP?
- Members of the Public Service or Canadian Forces Supplementary Death Benefit (SDB) plan remain covered. Their required contributions under the plan are owed upon their return to work.
- 10.** What Group Insurance Benefits do members of the core public administration, and the Royal Canadian Mountain Police retain while on any authorized LWOP?
- The group insurance benefit plans have existing provisions for members of the core public administration on LWOP. If a benefit plan member goes on authorized LWOP, they may retain their employer-paid coverage for themselves and their eligible dependants for the first 3 months of any authorize LWOP, meaning the employer continues to pay the employer share as follows:
    - For employees enrolled in the voluntary Public Service Health Care Plan (PSHCP), coverage continues and missed employee contributions, if any, are collected upon employee's return to work or termination of employment.
    - The Public Service Dental Care Plan (PSDCP) coverage continues at 100% employer paid.
    - Disability Insurance (DI) or Public Service Management Insurance Plan (PSMIP) Long-Term Disability (LTD) insurance plan coverage continues. Missed employee premiums are recovered upon a return to work or termination of employment.
    - The Public Service Management Insurance Plan (PSMIP) Life insurance plan coverage may continue provided the employee remits the employee share of the premiums to Industrial Alliance directly. The Public Service Pay Centre



or relevant Departmental Compensation Office will provide the requisite information to the employee.

11. What Group Insurance Benefits do members of the core public administration and Royal Canadian Mountain Police continue to retain after the first 3 months of authorized LWOP?
- In the event an employee remains on an authorized LWOP for more than 3 months, they are responsible both the employee and the employer share of contributions for themselves, and their eligible dependents as follows:
    - For employees enrolled in the voluntary Public Service Health Care Plan (PSHCP), coverage continues with missed employee and employer contributions collected upon the employee's return to work or termination of employment.
    - Disability Insurance (DI) or Long-Term Disability (LTD) insurance plan coverage continues with the employee being responsible for both the employee and employer share of premiums for the period in excess of 3 months of authorized LWOP. Missed premiums are recovered upon the employee's return to work or termination of employment.
    - The Public Service Dental Care Plan (PSDCP) coverage can continue if requested in advance with both the employee and employer share of contributions collected quarterly and in advance.
    - The Public Service Management Insurance Plan (PSMIP) Life insurance plan coverage may continue provided the employee remits both the employee and employer share of the premiums to Industrial Alliance directly for the period in excess of 3 months of authorized LWOP. The Public Service Pay Centre or relevant Departmental Compensation Office will provide the requisite information to the employee.
12. How long would it take to reintegrate employees into the various benefits plans following time off on LWOP once they receive the vaccine?
- If employees want to retain health and dental coverage during the period of LWOP and pay all necessary contributions, there would be no disruption in coverage.
  - If an employee on LWOP wants to terminate health and dental coverage for the LWOP period, plan-specific waiting periods will apply when reintegrating into the group insurance benefit plans as follows:
    - Employees who cancel their **PSHCP** coverage at any time while on LWOP will not be allowed to reinstate their coverage until they return to work at which time a three-month waiting period will apply.
    - **Disability insurance (DI) and Long-term disability (LTD) benefits** are a term and condition of employment and coverage continues during a LWOP. Premiums are collected upon a return to work.
    - Employees who cancel their **PSDCP** coverage at any time while on LWOP can reinstate it when they return to duty. A three-month waiting period

will apply.

- **PSMIP - Employer paid coverage**
  - An employee who is entitled to employer paid PSMIP coverage, i.e. Basic Life, AD&D, and Dependants' Life Insurance(s), will continue to be covered during a period of LWOP with premiums paid by the employer. A member insured under the optional insurance provision, Supplementary Life, must arrange to pay premiums directly to the Insurer to maintain coverage while on LWOP.
- **PSMIP - Employee paid coverage**
  - An employee not entitled to employer paid PSMIP coverage, Basic Life, Supplementary, AD&D, and Dependants' Life Insurance(s), will not continue to be covered during a period of LWOP unless the employee pays the premiums directly to the insurer while on LWOP.
  - Note: If an employee fails to remit their life insurance(s) premiums during a period of LWOP, premiums will not be reinstated upon a return to work. To reacquire PSMIP life insurance coverage an application together with suitable medical evidence of insurability to the satisfaction of the insurer is necessary, provided the employee is both actively at work and occupies a PSMIP eligible position.

## Policy Application

- 13.** Does the Policy on Vaccination apply to members of the Canadian Armed Forces?
- No, the Policy on Vaccination does not apply to members of the Canadian Armed Forces or their cadets attending the Canadian Defence Academy.

## Vaccination and Testing

- 14.** What if employees experience a side effect that prevents them from working after their vaccination?
- In cases where employees are incapacitated by such symptoms, the sick leave with pay provision provided in the collective agreements is available to cover employees' absences. Where employees do not have any sick leave credits available, collective agreements provide for an advance of credits at the employer's discretion. Such needs and requests would be discussed on a case-by-case basis between the employee and their manager.
- 15.** Will departments and agencies set up workplace COVID-19 testing sites?

- This option is available for departments to consider depending on their operational needs.
- 16.** Will testing be considered for those who are unwilling to be vaccinated?
- No, testing is not an alternative to vaccination.
  - It could be offered as an accommodation to employees who are unable to be vaccinated or as a temporary measure for those who are partially vaccinated.
- 17.** Is the time necessary for taking the testing and waiting for these results considered work time?
- Yes, it is expected that testing will be provided on or near the employer’s premises and will be considered part of the workday.
  - At-home tests may also be available.
- 18.** What happens when an employee receives a negative on-site testing result?
- They will enter the workplace as they would normally, provided that they have no COVID-19-related symptoms and will follow the workplace’s COVID-19 procedures.
- 19.** What happens when an asymptomatic employee receives a positive on-site testing result?
- The employee must immediately return home safely following the Public Service Occupational Health Program guidance and local public health guidance.
  - If the employee can work remotely, they may be accommodated through remote work.
  - The result will be reported to the local public health authority, either by the employee or the health care professional, depending on the site-specific procedure, and the employee will schedule and take a confirmatory test as directed by the public health authority as soon as possible.
  - The department must follow existing guidance on completing a Hazardous Occurrence Investigation Report.
- 20.** What leave code is to be used when an employee has obtained a positive test result and is awaiting the results from the confirmatory test as directed by the public health authority?
- The employee is expected to schedule the confirmatory test as rapidly as possible.
  - If the employee is well enough to continue working and can do so remotely, and the employer can provide remote work no leave code is required.
  - Otherwise, the employee may be eligible for “Other Leave with Pay (699)” for the time it takes to get confirmatory testing. Please refer to the “Other Leave with Pay (699)” leave guidance on the [Employee illness and leave webpage](#).

- If the confirmatory test is positive, the employee would use sick leave in accordance with the [clarified guidance that came into effect on November 9, 2020](#).
- 21.** If the confirmatory test is negative, can an employee return to work?
- The employee must follow the local public health authorities' guidelines.
  - Health authorities may impose a period of self-isolation depending on the individual's circumstances (for example, if an individual was a close contact of a known case), even if the person has a negative confirmatory test result for COVID-19.
  - If a self-isolation period is prescribed by public health authorities, employees may be eligible for "Other Leave With Pay (699)" for that period of time. Please refer to the "Other Leave with Pay (699)" leave guidance on the [Employee illness and leave page](#).
- 22.** What consequences will result if an employee refuses to take an on-site test?
- Testing is only mandatory if put in place as an accommodation measure for those unable to be vaccinated or those partially vaccinated and required to be on-site.
  - Testing is not an alternative to those who are able to be vaccinated.
  - A fully vaccinated employee will not require on-site testing unless they are directed otherwise by the local public health authority.
  - An employee refusing to be tested in those circumstances will not be granted access to the workplace; the employee will be considered non-compliant.
- 23.** Do employees on leave, including LWOP when the vaccination requirement comes into force need to attest to their status?
- Upon returning from leave, including LWOP, the employee will have 2 weeks to complete their attestation. If they attest that they are not vaccinated, they will be given a 2-week period to attend the training session after which they will be placed on LWOP unless they receive a first dose (i.e.: 4 weeks after their return).
- 24.** Who pays for the regular testing for employees who require accommodation? Is the employee expected to complete the testing on their own time, outside of working hours?
- Where regular testing is a part of the accommodation measures and on-site testing is not available, costs for regular tests would be paid by the department. It is expected that time for testing will be considered part of the employee's workday.

## Attestation, Tracking and GC-VATS

- 25.** What is GC-VATS?
- GC-VATS is the Government of Canada Vaccine Attestation Tracking System.

- GC-VATS is a user-friendly web platform within the TBS Application Portal. It allows employees to attest to the status of their COVID-19 vaccinations and stores the attestations securely and privately.
- GC-VATS provides access to aggregated data to TBS, in compliance with the Privacy Act, security requirements and the associated policy instruments. Deputy Heads and departmental Heads of Human Resources will have access to department-level aggregated data.

**26.** In the reporting system, what categories of employees will be identified?

Four categories of employees are identified as defined in the policy:

- Fully vaccinated.
- Unvaccinated because the employee is requesting an accommodation.
- Unvaccinated
- Note: Partially vaccinated will be added as an option as of October 15, 2021.

**27.** What will employees need to do “to attest to their vaccination status”?

- Employees will follow procedures in place to report their vaccination and testing status truthfully and accurately. The employer may require a proof of immunization in a format that is recognized federally, provincially, or territorially (to be defined by the employer) at any time.

## Duty to Accommodate

**28.** What if an employee is unable to be fully vaccinated?

- Managers will address accommodation needs on a case-by-case basis for employees who are unable to be fully vaccinated based on a medical contraindication, religion, or another prohibited ground of discrimination as defined under the Canadian Human Rights Act.

**29.** What if a candidate informs a potential hiring manager that they are unable to be fully vaccinated?

- The duty to accommodate applies to candidates and persons employed; therefore, managers will need to follow the accommodation process to address their request.

## Medical Contraindications

**30.** What are medical contraindications?

- Certified medical contraindications to full vaccination against COVID-19 with an mRNA vaccine are based on recommendation of the [National Advisory Committee on Immunization](#). The following are medical contraindications as of September 10, 2021:
  - A history of anaphylaxis after previous administration of an mRNA COVID-19 vaccine

- A confirmed allergy to polyethylene glycol (PEG) which is found in the Pfizer-BioNTech and Moderna COVID-19 vaccines (Note that if a person is allergic to tromethamine which is found in Moderna, they can receive the Pfizer-BioNTech product)
- Medical reasons for delay of full vaccination against COVID-19 as described by the [National Advisory Committee on Immunization](#) as of September 10, 2021 include:
  - A history of myocarditis/pericarditis following the first dose of an mRNA vaccine
  - An immunocompromising condition or medication, waiting to vaccinate when immune response can be maximized (i.e., waiting to vaccinate when immunocompromised state / medication is lower)
- A medical reason precluding full vaccination against COVID-19 (not covered above) as described. For privacy reasons, the physician or nurse practitioner should only include information related to why the medical reason precludes full vaccination.

**31. Who can sign a form for a medical contraindication?**

- The employee's treating medical physician (e.g., family doctor, allergist, immunologist) or nurse practitioner can sign the medical form on the grounds for not receiving or for delaying the COVID-19 vaccine. The note must specify whether the reason is permanent or time limited. If time limited, the note should indicate how long the limitation is expected to last.

**32. What happens if an employee submits a form not signed by a licensed medical physician or nurse practitioner?**

- Managers should consult their HR specialists if they receive a form that is not signed by a licensed physician or nurse practitioner, or if there is any other concern about the information provided on the form.

**33. Is the employee required to use the medical form provided on the GC-VATS app or is another type of medical note acceptable?**

Alternative documentation is acceptable if it includes information related to the medical contraindication or other medical reason why vaccination is precluded, and whether the medical contraindication or reason is permanent or time limited. If time limited, the note should indicate how long the limitation is expected to last.

**34. An employee is part of a Health Canada COVID-19 vaccination study. How will a manager address this situation?**

- An employee who is participating, or has participated, in a Health Canada authorized COVID-19 vaccination study is considered to be not fully vaccinated. An employee should use the accommodation process until such time that either:
  - The study is completed, Health Canada authorizes the COVID-19 vaccine, and the employee can disclose that they are fully vaccinated as per the Vaccination Policy; **or**

- The employee withdraws from the study or is informed they received a placebo, or Health Canada declines authorization of the study vaccine. At that time, the employee is expected to be vaccinated against COVID-19 with a Health Canada authorized vaccine as per PHAC or NACI recommendations. The employee will be given 4 weeks from any of the preceding events occurring to begin their COVID-19 vaccine series, failing which they would no longer be eligible for accommodation. When they complete their primary vaccination, they should disclose this information as per the policy and will then be considered fully vaccinated and will no longer require accommodation.
  - There may be additional exceptions that would need to be addressed on an individual basis (e.g., participants in clinical trials outside of Canada, employees who received non-HC approved vaccines outside of work-related postings).
- 35.** Why do the contraindications listed on the medical statement form refer only to mRNA vaccines?
- The form includes only references to mRNA vaccines because if an individual has a contraindication to a viral vector vaccine (e.g., Astra Zeneca), they are likely still able to be vaccinated with an mRNA vaccine, and therefore would not have a medical contraindication to being fully vaccinated.
- 36.** If an employee has already submitted a medical note to request an exemption to provincial or territorial authorities (e.g. to obtain a vaccine passport), do they need to provide a new form for this process?
- Employees will always need to provide a medical note to support their request for accommodation to their manager.
  - If they already have a medical note which provides the necessary information (i.e. why the medical contraindication or reason prevents them from being vaccinated, whether this is permanent or temporary, and if temporary how long the limitation is expected to last), this information could be provided to the manager rather than a new form.

## Religion

- 37.** How does a manager decide whether to approve accommodation for religion?
- The manager must be satisfied that the employee holds a sincere religious belief that prevents them from being fully vaccinated.
  - The requirement is to focus on the sincerity of the individual belief rooted in religion, not whether it is recognized by other members of the same religion.
    - The belief must be religious in nature (not a personal, moral belief), and the employee must explain the nature of the belief and why it prevents vaccination.

- The manager can request more information if the explanation provided is not sufficient.
- The validity of the belief itself must not be challenged by the manager;
- They must determine only if the belief is sincerely held by the employee.

**38.** What is a commissioner for taking affidavits?

- A commissioner for taking affidavits is a person who is entitled in accordance with the provincial or territorial law where the person is located to take affidavits and administer oaths and affirmations. This will vary depending on the province or territory but will usually include lawyers, notary publics, judges, along with other persons specifically authorized by law.

**39.** What happens if an employee is unwilling or unable to obtain a sworn affidavit?

- It is recommended that employees use the religious affidavit provided.
  - That said, managers may accept alternative documents which provide the necessary information, in consultation with departmental HR specialists.

**40.** Does an employee need to go in person to get their affidavit sworn?

- For the purpose of obtaining the signature from a commissioner for taking affidavits, the employee will need to act in accordance with applicable laws in the province or territory in which they are located. Some may allow for signatures via videoconference, and some may not.

### Other Prohibited Grounds

**41.** What are the other prohibited grounds under the *Canadian Human Rights Act*?

- The other prohibited grounds of discrimination are race, national or ethnic origin, colour, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

**42.** How should it be decided whether another prohibited ground prevents a person from being vaccinated?

- The employee would need to provide an attestation as to how their request for accommodation relates to the relevant prohibited ground. Managers may request additional information and supporting documentation, as may be appropriate, to assess the accommodation request. Other documentation could be accepted, in consultation with departmental HR specialists. Managers are advised to work with



their human resources/labour relations advisors when deciding whether the duty to accommodate applies.

**43.** Where can the manager go for guidance and advice on addressing their employee's accommodation request?

- Managers can contact their departmental human resources/labour relations advisors. Corporate HR/LR can contact OCHRO if they need further support.

## General

**44.** Who pays for the costs related to obtaining documents necessary to support an accommodation request?

- As with most accommodation requests, the employee provides and pays for the information to support the request. Since each request is considered on a case-by-case basis, on rare occasions, a manager could decide to pay for the medical form or sworn affidavit if they felt it would cause economic hardship to the employee.

**45.** What is the deadline for making an accommodation request?

- Employees are asked to make their accommodation request as soon as possible, or by the attestation deadline; however, under the Directive on the Duty to Accommodate, employees can request accommodation any time there is a need.

**46.** What are some recommended accommodation measures?

The following are recommended accommodation measures, in order of priority:

- Performing regular duties or responsibilities through telework supported by a telework agreement as per the Directive on Telework;
- Assigning alternate duties or responsibilities that can be completed through telework supported by a telework agreement as per the Directive on Telework;
- Testing as per the Health Canada Testing protocol;
- Other measures detailed in communication with the employee and documented in the accommodation request.

**47.** Should a manager notify its employees of their colleague's accommodation?

- Generally, other co-workers should not be notified about an employee's accommodation measure. Since operational requirements are unique to the team being managed, in situations where the measure could affect other employees, the manager should contact their departmental human resources/labour relations

advisors for advice on how to proceed. Corporate HR/LR can contact OCHRO if they need further support.

- 48.** While assessing an employee's accommodation request or if the accommodation measures take time to implement, does a manager need to provide temporary measures?
- Yes, as with any accommodation situation, temporary measures should be provided until a decision is made or the accommodation measures are implemented.
- 49.** What recourse does an employee have if they disagree with their manager's decision on accommodation?
- The employee should first discuss with their manager the reasons for the decision. If they are not satisfied with the response, they can begin the normal recourse processes e.g., informal conflict resolution and/or the grievance process as per the applicable collective agreement and in consultation with their bargaining agent.
  - An employee may also file a human rights complaint with the Canadian Human Rights Commission (CHRC).

## Interchange Canada

- 50.** Does the requirement for mandatory vaccination apply to Interchange Canada outgoing participants (i.e., public servants on Interchange OUTSIDE the public service, for instance another level of government or private sector)?
- Yes, outgoing participants are still public servants while they are on Interchange assignments, therefore, they are expected to comply with the requirement for vaccination. They are required to be vaccinated and to attest to their vaccination status and may seek accommodation if they are unable to be vaccinated for medical contraindications, religion or other grounds protected under the *Canadian Human Rights Act*.
- 51.** Does the requirement for mandatory vaccination apply to Interchange Canada incoming participants (i.e., individuals on Interchange assignments INTO the public service)?
- Yes, incoming participants are required to be vaccinated and to attest to their vaccination status. They may seek accommodation for medical contraindications, religion or other grounds protected under the *Canadian Human Rights Act*.
- 52.** What happens if an Interchange participant does not comply with the requirement to be vaccinated and attest to their vaccination status?
- Their Interchange Canada agreement will be terminated, and they will return to

their sponsoring organization. Those returning to the public service, will be subject to the same measures as other public servants.

## Staffing

- 53.** Can a manager hire a candidate from the public (not a public servant) who is unwilling to be vaccinated, i.e. Is vaccination a condition of employment?
- All new hires on or after the effective date of the Policy on Vaccination are required to be fully vaccinated as a condition of employment and to attest that they are fully vaccinated prior to their starting date unless accommodation measures are granted.

## Leave

- 54.** What is the appropriate leave code if an employee or family member must attend an appointment to be vaccinated during the regularly scheduled workday?
- Vaccination clinics usually have convenient hours, and an employee who wishes to be vaccinated is encouraged to do so outside of work hours. In accordance with the [Directive on Leave and Special Working Arrangements](#) an employee who requires time away from work to get their vaccine may request up to 3.75 hours as paid time off for “medical and dental appointment” (Code 698) for an employee who works 7.5 hours/day.
  - If accompanying a family member to receive a vaccine, paid family-related responsibilities leave would apply, in accordance with the relevant collective agreement or terms and conditions of employment.
- 55.** Some vaccines require two appointments, i.e. two doses of the COVID-19 vaccine, and perhaps boosters. Can a manager still approve time off for “medical and dental appointments” (Code 698) or is the second appointment considered sick leave?
- COVID-19 vaccinations are preventative, and two doses are generally required through two separate appointments. Additional appointments may also be required. Leave code 698 should be approved for all doses as they are preventative measures.
- 56.** If employees require more than half a day off (3.75 hours for an employee who works 7.5 hours/day) to obtain the COVID-19 vaccine, will that still be coded 698?
- If time away from work is required to be vaccinated, organizations should consider such time as a “medical and dental appointment” (Code 698). If more than 3.75 hours is required for the appointment, the excess is to be charged against the appropriate leave.

**57.** What is the appropriate leave code when an employee experiences a side effect that prevents them from working following vaccination?

- The employee must use the sick leave provision of collective agreements or terms and conditions of employment to cover such absences.
- When the employee does not have sick leave credits available, sick leave credits can be advanced at the employer's discretion, in accordance with the relevant collective agreement or terms and conditions of employment.

## Employee Safety and Wellness

**58.** What COVID-19 preventative measures does the employer have in place in addition to the required vaccination and how long will they remain?

- The employer has implemented, and regularly reviews, preventative measures to mitigate COVID-19 workplace transmission.
- Vaccination is not a substitute for following the recommended and widely known preventative practices related to COVID-19, such as wearing a mask, maintaining physical distance, and frequent handwashing. Vaccination will add a layer of protection that will work with other preventative practices to combat the pandemic.
- Consistent with current advice from Health Canada's Public Service Occupational Health Program, federal departments and agencies will maintain infection prevention and control measures such as remote working, staggered working hours, engineering controls, and other preventative practices. Rigorous adherence to these measures can reduce the risk of transmission of COVID-19.

**59.** Can an employee refuse to work because other employees in the workplace are not fully vaccinated?

- Refusal to undertake a dangerous work is to be distinguished from vaccination refusal or refusal to disclose vaccination status.
- The right to refuse dangerous work is defined under Canada Labour Code, Part II.
- Should a refusal to undertake dangerous work be exercised based on vaccination-related issues, it will be assessed on its merits and organizations will follow the work refusal process under Canada Labour Code, Part II to resolve the issues. Please refer to Labour Program's information on the [right to refuse dangerous work](#).

**60.** What is the employer doing to protect employees when contractors, visitors and other individuals enter the workplace?

- Departments and organizations are working with contractors either through PSPC or their own contracting authority to ensure that the vaccination requirement is

reflected. All departments and organizations have to keep their COVID-19 Hazard Prevention Program up to date and consult their occupational health and safety team, Health Canada's PSOHP (or their organization's own medical advisors), along with the appropriate Health and Safety Committee. Members of the public entering the workplace must follow public health guidelines and site-specific rules when required.

**61.** How can a manager help address stress some employees may experience around the mandatory vaccination policy?

- Whether an employee is worried about vaccines or worried about working with someone who is not fully vaccinated, as a manager, it is important to recognize and acknowledge the negative stress they may be experiencing. Approaching employees with empathy and engaging in non-judgmental active listening are key to navigating these sensitive conversations.
- Resources, support and training are available to help managers prepare for challenging conversations with confidence:
  - Mental Health Commission of Canada: [Tips on talking to someone in crisis during COVID-19](#)
  - Centre of Expertise on Mental Health in the Workplace: [Supporting employees and teams](#)
  - Canada School of Public Service: [How to manage difficult conversations \(W009\)](#)
- Inform and remind employees of the mental health supports available to them, such as the Employee Assistance Program.

## Privacy

**62.** Does an employee have the right to know the vaccination status of colleagues with whom they share physical space?

- Vaccination status is private medical information.
- The employer, through the Policy on Vaccination, is aware of the vaccination status of their workforce and will manage the safety of their workplaces and its employees accordingly. This will be achieved without individual employees knowing about the vaccination status of their colleagues.

## 10. TEMPLATE LETTERS

### LETTER TO UNWILLING EMPLOYEE STATING CONSEQUENCES (REMINDER LETTER PRIOR TO LEAVE WITHOUT PAY)

[insert date]

[insert employee's name]  
[insert employee's title]  
[insert employee's address]

Dear [insert name],

On [insert date] you were notified that the Government of Canada was implementing the *Policy on COVID-19 Vaccination for the Core Public Administration including the RCMP* (the *Policy*) which came into effect on October 6, 2021. As per this *Policy*, you were required to attest to your vaccination status by October 29, 2021 **[if the employee is returning from leave, adjust date to reflect the date to which they were required to complete an attestation form]**.

To date, you have not yet complied with the *Policy*; therefore, you are required to attend a training session on the benefits of COVID-19 vaccination and receive your first dose prior to November 15, 2021 **[if the employee is returning from leave, adjust date to 2 weeks after they were required to complete an attestation form]**. Should you not comply with the *Policy* by November 15, 2021, **[if the employee is returning from leave, adjust date to 2 weeks after they were required to complete an attestation form]**, you will be placed on administrative leave without pay until such time as you comply with the *Policy*.

As the country's largest employer, the Government of Canada is leading by example on vaccination to protect the health and safety of employees and the communities where they live and work. Vaccines are the best way to bring this pandemic to an end. I encourage you to do everything you can to protect yourself, your family and colleagues, and to protect the community you live in by reducing the risk of COVID-19.

Should you have any questions regarding the process, please feel free to contact me **[insert coordinates]**.

Please note that the Employee Assistance Program is available to assist you at any time and can be reached at **[phone number]**.

Sincerely,

**[insert name]**

[insert title of delegated official]

c.c. [insert name]

## LETTER PLACING EMPLOYEE ON LEAVE WITHOUT PAY

[insert date]

[insert employee's name]

[insert employee's title]

[insert employee's address]

Dear [insert name],

On [insert date] you were notified that the Government of Canada was implementing the *Policy on COVID-19 Vaccination for the Core Public Administration Including the RCMP* (the *Policy*) which came into effect on October 6, 2021. As you [insert reason: have not attested to your vaccination status / are not fully vaccinated], you are not compliant with the *Policy* and will be placed on administrative leave without pay effective on the date of this letter until such time as you comply with the *Policy*.

I will review this decision should your situation change.

Please note that the Employee Assistance Program is available to assist you at any time and can be reached at [phone number].

Should you have any questions regarding the process, please feel free to contact me [insert coordinates].

Sincerely,

[insert name]

[insert title of delegated official]

c.c. [insert name]

Pay Centre or Name of Internal Compensation Team

## LETTER FOR REMOVING EMPLOYEE FROM LEAVE WITHOUT PAY (TEMPORARILY - FIRST DOSE)

[insert date]

[insert employee's name]  
[insert employee's title]  
[insert employee's address]

Dear [insert name],

As directed by the *Policy on COVID-19 Vaccination for the Core Public Administration including the RCMP* (the *Policy*), on [insert date] you were notified that you would be placed on Leave Without Pay. As you have attested that you have now received your first dose of vaccination against COVID-19, you will no longer be on leave without pay as of [insert date that they received their first dose] and as of that date, you will be able to resume working with the following temporary measures in place until two weeks after you receive your second dose:

**\*\*\*\*\* [Choose applicable temporary measures for the employee's specific situation and delete the other measures]**

[Regular duties while teleworking]

You will perform your regular duties or responsibilities through telework supported by a telework agreement as per the [Directive on Telework](#).

[Alternate duties while teleworking]

You will be assigned alternate duties or responsibilities that can be completed through telework supported by a telework agreement as per the [Directive on Telework](#).

[Critical employee who must work onsite]

You will complete regular mandatory tests as per the *Framework on Mandatory COVID-19 Testing for Implementation of the Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police*, and:

- Follow all preventative practices implemented in the workplace and other preventative practices as recommended by the Public Service Occupational Health Program and other organizational requirements such as wearing a mask, maintaining physical distance, and frequent handwashing; and,



- Not perform duty travel, unless essential.

It is important to note that you must attest to receiving your second dose by **[insert date which is 10 weeks after the first dose]**. Should you not attest to receiving your second dose by this date, you will again be placed on leave without pay until you comply with the *Policy*.

Please note that the Employee Assistance Program is available to assist you at any time and can be reached at **[phone number]**.

Should you have any questions regarding the process, please feel free to contact me **[insert coordinates]**.

Sincerely,

**[insert name]**

**[insert title of delegated official]**

c.c. **[insert name]**

Pay Centre or Name of Internal Compensation Team

## LETTER TO EMPLOYEE RETURNING FROM LEAVE AFTER THE EFFECTIVE DATE OF THE POLICY

[insert date]

[insert employee's name]  
[insert employee's title]  
[insert employee's address]

Dear [insert name],

On [insert date] the Government of Canada announced the *Policy on COVID-19 Vaccination for the Core Public Administration including the RCMP* (the *Policy*) which came into effect on October 6, 2021.

As you are now returning from leave, you have until [insert date which is 2 weeks after the date of the employee's return from leave] to attest to your vaccination status against COVID-19 and/or ask for accommodation measures, if applicable.

As the country's largest employer, the Government of Canada is leading by example on vaccination to protect the health and safety of employees and the communities where they live and work. Vaccines are the best way to bring this pandemic to an end. I encourage you to do everything you can to protect yourself, your family and colleagues, and to protect the community you live in by reducing the risk of COVID-19.

Please note that if you do not attest to your vaccination status or ask for accommodation measures by [insert date], you will have a two-week period during which you will be required to attend a training session on the benefits of COVID-19 vaccination and receive a first dose. Should you not comply with the *Policy* by the end of this two-week period, you will be placed on administrative leave without pay on [insert date].

Please note that the Employee Assistance Program is available to assist you at any time and can be reached at [phone number].

Should you have any questions regarding the process, please feel free to contact me [insert coordinates].

Sincerely,

[insert name]  
[insert title of delegated official]

c.c. [insert name]

## 11. RESOURCES AND LINKS

### Legislation

- [Canadian Human Rights Act \(CHRA\)](#)
- [Canada Labour Code \(Part II – Occupational Health and Safety\)](#)
- [Canada Occupational Health and Safety Regulations \(COHSR\)](#)
- [Government Employees Compensation Act \(GECA\)](#)
- [Privacy Act](#)
- [Privacy Regulations](#)
- [Work Place Harassment and Violence Prevention Regulations \(WHVP\)](#)

### Related Policy Instruments

- [Directive on Leave and Special Working Arrangements](#)
- [Directive on Privacy Practices](#)
- [Directive on Telework](#)
- [Directive on the Duty to Accommodate](#)
- [National Joint Council Occupational Health and Safety Directive](#)
- [Policy on People Management](#)
- [Policy on Privacy Protection](#)
- [Values and Ethics Code for the Public Sector](#)

### Additional Information

- [About COVID-19 vaccines and vaccination](#)
- [Employee Assistance Program \(EAP\)](#)
- [Government of Canada Announcement to Require Vaccination of Federal Workforce](#)
- [Information for Government of Canada Employees: Coronavirus disease \(COVID-19\) - Canada.ca](#)
- [Mental health and COVID-19 for public servants resource hub](#)
- [Provincial and Territorial Restrictions](#)
- [Public Service Occupational Health Program COVID-19 Guidance](#)
- [World Health Organization \(WHO\) – COVID-19](#)