



## **Skills Canada – Nova Scotia Staff COVID-19 Vaccination Policy**

Approved by the SCNS Board: October 29, 2021

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### **Policy**

This policy outlines the requirements for COVID-19 vaccination established by Skills Canada – Nova Scotia (SCNS) to ensure the health and safety of all employees, participants, and volunteers of SCNS. SCNS will require full COVID-19 vaccination for all current and new employees as of October 12, 2021.

There may be employees that for medical reasons may be afforded an exemption by a medical professional and may not be able to be vaccinated against COVID-19. SCNS will defer to the Province of Nova Scotia's list of valid medical reasons identified as eligible for an exemption.

### **Procedure**

Proof of full vaccination must be in recognized form of proof of vaccination from the jurisdiction the vaccine was received.

The documentation needs only to be shown and verified by the SCNS Executive Director. The Executive Director will record having witnessed the proof of vaccination and the date that the proof was provided. SCNS will not take or keep a copy of the vaccination record. Showing proof of vaccination or exemption will suffice, and the employee's record will only indicate that the vaccination policy requirement has been met. SCNS will respect the privacy of their employees and will not share or disclose vaccination status to other employees or contacts of the organization without the employees' consent.

As a tenant of the Nova Scotia Community College, SCNS will be required to acknowledge to NSCC that employees meet their vaccine requirements.

### **Consequence of Non-Compliance**

Employees who have a medical exemption from this policy will be required to follow a testing protocol and remain masked at the SCNS office and all functions and programs of the organization.

### **Other**

SCNS commits to following the protocols of host venues for functions of SCNS and to adhering to Public Health recommendations put in place by the province. SCNS employees are expected to self-screen for COVID-19 symptoms prior to coming to the office or visiting a work-related meeting or function.