



November 12, 2021

## **NOTICE TO ALL SERVICE PROVIDERS, CONTRACTORS, AND TENANTS**

### **Re: COVID-19 MANDATORY VACCINATION POLICY**

---

Dear valued Service Provider/Contractor/Tenant,

The Town of High Level fosters and maintains a health and safe environment in the best interests of all employees, customers, and other stakeholders. COVID-19 is a recognized workplace hazard and vaccinations are universally considered a safe and effective engineering control to address and mitigate the risk of transmission in the workplace.

This notice is to inform all Town of High Level Service Providers, Contractors, and Tenants of the Town's COVID-19 Mandatory Vaccination Policy effective September 27, 2021, as it pertains to Contractors, Service Providers, and Tenants:

Service Providers and Contractors who are accessing Town of High Level buildings and facilities for the purposes of deliveries or collections only and who will be in a Town of High Level building or facility for a period of less than 15 minutes are not required to meet the requirements of the Policy but must be masked and maintain 2 metres physical distancing at all times.

The Town of High Level requires all Contractors, Service Providers, and Tenants to be Fully Immunized by **November 30, 2021**, prior to coming into any Town facility. Unvaccinated and Partially Vaccinated Contractors, Service Providers, and Tenants will be managed in accordance with their employer's process and Town of High Level's requirements.

Any or all Contractors or Service Providers who provide services in, at, or on any of Town of High Level's facilities or buildings, or who interact with Town of High Level personnel or customers at any Town of High Level facility or building, must be fully immunized or in possession of a valid medical exemption.

No Contractor or Service Provider or any person employed by or connected with any contractor or service provider to Town of High Level may enter or be present in any Town of High Level facility or interact with Town of High Level staff or customers at a Town of High Level facility unless that person is fully immunized and able to provide proof of vaccination or be in possession and able to provide proof of a valid medical exemption.

Tenants, except those specifically identified as Out-of-Scope Operators in the Requirements for the Restrictions Exemption Program, are required to fully implement the Restrictions Exemption Program as the Operator of the leased premises.

Tenants identified as Out-of-Scope Operators in the Requirements for the Restrictions Exemption Program must fully implement all the public health restrictions outlined in the CMOH Order 42-2021.

In accordance with the Town of High Level's Policy, any person failing to abide by this notice will be barred from all Town of High Level facilities and buildings until either the person satisfies the Town of High Level that they comply with the Policy, or Health Canada declares the COVID-19 pandemic is over.

Additionally, the Town of High Level Administration is expected to report regularly to Council on the implementation of the Policy. As such, it is the Town of High Level's expectation that each Contractor, Service Provider and/or Tenant will be accountable to collate their staff's proof of vaccination and will provide this information to the Town of High Level as required.

A copy of this notice and the policy will be made available on the Town of High Level website at [www.highlevel.ca](http://www.highlevel.ca)

If you or your staff do not require facility access, no further action is required.

For further information, or any questions, you may contact the Town of High Level Health & Safety at 780-821-4007 or [safety@highlevel.ca](mailto:safety@highlevel.ca) or the director or facility manager for whom the work is being done.

If you are not the right person to receive this letter, please forward to the most appropriate person in your organization.

Sincerely,



Clark McAskile  
Chief Administrative Officer  
Town of High Level