

Purpose

The COVID-19 Mandatory Vaccination Policy outlines the Industry Training Authority's (ITA) policies and procedures regarding providing Proof of Full Vaccination for COVID-19 for Visitors to ITA's Premises.

Scope

This policy applies to all Visitors who enter ITA's Premises except for:

- visitors only accessing ITA's Premises on the 8th floor lobby area, 8100 Granville Avenue, Richmond, B.C.
- youth under the age of 12

This policy does not, and shall not be interpreted to, supersede or conflict with any current laws applicable to ITA. For greater certainty, if more stringent vaccination and exemption requirements are prescribed by law, such more stringent provisions prevail over this policy. ITA will revise this policy as necessary to comply with mandatory vaccination and exemption requirements which may be prescribed in future.

This policy will be in full force and effect for the duration of time that COVID-19 is considered a public health concern by the Office of the Provincial Health Officer.

Policy

ITA is committed to providing a safe and healthy work environment and promoting the health and well-being of its Employees and those who interact with ITA. ITA recognizes that COVID-19 may jeopardize the health, safety, and well-being of everyone in the workplace, and so must take reasonable precautions during the pandemic to protect its Employees and those with whom they interact in their work, from the potential impacts of COVID-19.

Safe and efficacious Vaccines have been shown to be the most effective method of reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 and COVID-19 variants. As a result, this policy requires Full Vaccination against COVID-19 for all Visitors at all ITA Premises.

The purposes of this policy are to:

- Assist in efforts to protect the health and well-being of ITA Employees and ITA Visitors, to keep our communities safe from COVID-19;
- Confirm the obligation of every Visitor to ITA Premises to be Fully Vaccinated against COVID-19 and set out directions for compliance with this policy; and
- Ensure ITA follows applicable laws and public health goals.

1. Responsibilities of ITA Visitors

ITA Visitors must:

- a. As of November 26, 2021, when entering any ITA Premises, provide Proof of Full Vaccination and government-issued photo identification (B.C. driver's license, B.C. Services Card or passport) to ITA Employee(s) except for:
 - i. visitors only accessing ITA's Premises on the 8th floor lobby area, 8100 Granville Avenue, Richmond, B.C.
 - ii. youth under age 12.
- b. For youth aged 12 to 18, requirements to provide Proof of Full Vaccination are mandatory as noted in 1.a above, however, the requirement to provide government issued photo identification is exempt.
- c. For visitors from outside B.C., the same requirements apply under section 1.a. above except for:
 - i. Visitors from other Canadian Provinces or Territories must provide:
 - officially recognized federal, provincial or territorial Proof of Full Vaccination,
 - valid government identification
 - ii. Visitors from outside of Canada must provide,
 - Proof of Full Vaccination used to enter Canada
 - valid issued government identification (similar to a driver's license or passport).
- d. Comply with this policy and all health and safety policies and protocols implemented by ITA, including mask-wearing, physical distancing, handwashing, and self-monitoring of potential COVID-19 symptoms.
- e. Provide proof of an exemption if they are unable to be Fully Vaccinated as a result of a disability or other ground protected by the British Columbia Human Rights Code.

2. Non-Compliance of ITA Visitors

Visitors who do not provide Proof of Full Vaccination, proof of an exemption and/or are found to have falsified or misrepresented their vaccination status will be denied access to ITA Premises.

3. Responsibilities of ITA Employees

ITA Employees must:

- a. **As of November 26, 2021**, verify Proof of Full Vaccination as outlined in section 1 above for each Visitor, or proof of an exemption, in accordance with the *Freedom of Information and Protection of Privacy Act* ("FOIPPA") and other applicable laws to the extent necessary for implementing and managing this policy, for administering health and safety protocols, and for infection and prevention control measures in the workplace. This includes only visual verification as set out in the procedures below and no collection of personal information.
- b. Regularly monitor and assess COVID-19 workplace health and safety measures and health recommendations in light of the purposes of this policy.
- c. Review and amend this policy in the event of any changes requiring additional preventive measures or fewer preventative measures resulting from COVID-19 health risks.

Procedures

ITA Employees will perform a visual verification for Proof of Full Vaccination by:

- a. Ensuring Visitors names and vaccination details are visible either digitally (for example on the Visitors phone) or through a printed vaccine card.
- b. Once verification of Proof of Full Vaccination is complete, review Visitors' identification, ensuring the name on the Proof of Vaccination matches the identification, with the exception of youth aged 12 to 18 who are not required to meet the photo identification requirements.
- c. Using their discretion or asking for a second piece of identification if names do not match. For example, to accommodate Visitors that may have their legal name on their vaccine card and a preferred or common name on their identification.

Definitions

Term	Definition
Employee	Any person employed by ITA in any capacity, at any location of work.
Fully Vaccinated	As defined by B.C.'s Provincial Health Officer.
Proof of Full Vaccination	A paper or digital copy of the B.C. Vaccine Card which indicates the individual presenting the Card is Fully Vaccinated. For more information on obtaining a B.C. Vaccine Card, please visit https://www2.gov.bc.ca/gov/content/covid-19/vaccine/proof .
ITA Premises	Any physical indoor space or outdoor grounds that are owned, leased, licensed, operated, or otherwise occupied by ITA, or as otherwise determined by ITA from time to time.
Vaccine	A COVID-19 vaccine authorized by Health Canada.
Vaccination	Inoculated with a Vaccine.
Visitor	An individual who visits ITA's premises who is not an Employee nor another individual who has assigned ITA access to ITA Premises.

Date Approved: November 26, 2021