



# Proof of Vaccination Policy

## Introduction

The Radio Malaspina Society (CHLY 101.7FM) is committed to providing a safe working environment for its staff members and volunteers, as well as a safe environment for its on-air guests.

As of September 13th, Vancouver Island University is requiring proof of vaccination for extracurricular activities, and due to this CHLY 101.7FM will be aligning its proof of vaccination policies with that of the campus. As such, we will be requiring Proof of Vaccination for in-station access for as long as Proof of Vaccination is required by VIU and the Province of British Columbia.

This policy also outlines efforts to accommodate volunteers who are currently unvaccinated.

## Applies to

This policy applies to staff members, volunteers and in-station guests with CHLY 101.7FM.

## Objectives

The main objectives of this policy are:

1. To provide a safe work environment for station staff as required by the Workers Compensation Act of British Columbia;
2. To provide a safe environment for our volunteers, and in-station guests;
3. To grant in-person access to the station only to those who are vaccinated against COVID-19;
4. To protect our at-risk volunteers and staff from COVID-19 and its variants;
5. To accommodate those who are at-risk, cannot be vaccinated, or are vaccine-hesitant with options to
6. participate remotely;
7. To align station policy with that of Vancouver Island University.

## Responsibilities

### Managers, Directors and Senior Management shall:

- Ensure that volunteers who wish to participate in person at the station are vaccinated by the prescribed dates:

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- Partially vaccinated as of September 13th, 2021.
- Fully vaccinated as of October 24th, 2021.
- Make reasonable accommodations for those volunteers who are not vaccinated to continue to volunteer remotely.
- Record, without making a copy of a Vaccination Card or a Proof of Vaccination QR code, the vaccination status of staff and volunteers in the Staff and Volunteer Database.

### **Volunteers shall:**

- Present their vaccination status in-person to management promptly in order to have access in-person to the station:
  - via immunization record card or other government-approved method (until September 26th, 2021);
  - via digital or printed BC Vaccine Card with QR code.
- Be fully vaccinated by October 24th, 2021.
- Ensure that any guests to the station present proof of vaccination to management prior to any entry into the station. Volunteers will be informed if their guest is approved for one-time in-person access to the station.

### **In-station access**

- Only staff and volunteers who have provided their proof of vaccination status to management will be allowed in-station access.
- Guests must also confirm their proof of vaccination status to be allowed in-station access.
- Guests who are to be at the station outside of staffed hours (Monday to Friday 9 AM to 5 PM), must provide their proof of vaccination status to management during office hours, prior to being a guest.

### **Accommodation of staff members not vaccinated**

- Staff who do not wish to provide proof of vaccination status will be accommodated in the following ways:
  - Staff will be able to continue to participate remotely until proof of vaccination is no longer required.

### **Accommodation of volunteers not vaccinated**

- Volunteers who do not wish to provide proof of vaccination status will be accommodated in the following ways:
  - If capable volunteers will be able to continue to participate remotely until proof of vaccination is no longer required.
  - Volunteers may also go on temporary leave until proof of vaccination is no longer required.

### **Security, confidentiality, and destruction of proof of vaccination status**

- Only proof of vaccination status, ie: 'Partially Vaccinated, Vaccinated', for staff and volunteers will be held in CHLY's secured staff and volunteer database. No copies of immunization records or BC Vaccine Cards will be made by management.
- Only management shall have access to this database.

- Proof of vaccination status of staff and volunteers shall not be shared.
- Proof of vaccination status for guests will not be recorded, and will only be shared with the volunteer they are the guest of.
- These records will be destroyed when Proof of Vaccination is no longer required by Vancouver Island University, or when an individual is no longer a staff or volunteer with the station. The projected end date for this Proof of Vaccination requirement is January 31st, 2021..

## Posting

This policy will be posted online on our website at (<https://www.chly.ca/bylaws-policies>), on the volunteer Basecamp, and within the lobby area of the station.

## Created

This policy was created by Executive Director Jesse Woodward with input from the Board of Directors.

## References for this policy document includes the following:

- <https://www2.gov.bc.ca/vaccinecard.html>
- <https://www.ksw.bc.ca/covid-workplace-employee-vaccination/>
- <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/workers-compensation-act/part-2-occupational-health-and-safety>
- <https://volunteer.ca/index.php?MenuItemID=426>

**Originally Adopted:** The week of September 27 2021.

**Last Modified:** Not yet modified.

## Policy Approved By

Director Name	Position	Signature
Sandeep Chauhan	President	 Sandeep S Chauhan (Sep 27, 2021 17:28 PDT)
Lauren Mayes	Vice President	 Lauren Mayes (Sep 27, 2021 16:51 PDT)
Camille James	Secretary	 Camille James (Sep 27, 2021 17:11 PDT)
Hannah Sprague	Treasurer	 Hannah Sprague (Sep 27, 2021 23:37 PDT)
Kevin Midbo	Member at Large (Community)	
Erin Coole	Member at Large (Student)	 Erin Coole (Sep 27, 2021 17:10 PDT)
Mick Sweetman	Member at Large (Student)	
Robin Davies	Member at Large (Community—VIU)	 rd (Sep 27, 2021 18:21 PDT)
Andie Tomlinson	Member at Large (Community—VIU)	 Andie Tomlinson (Sep 28, 2021 13:34 PDT)

Dated 27/09/2021

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