



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

COVID-19 Vaccination Policy for Visitors, Suppliers and Contractors

Document Control:

The electronic version of this document is recognized as the only valid version.

Document Location: Governance and Strategy

Review Frequency: This document will be reviewed every year or as required.

Document Prime* Director, Facilities Management

**Enquiries relating to this document should be referred to the responsible Document Prime.*

Approval History

Approver(s)	
Vice President, Corporate & Information Services & CFO	October 26, 2021
President and Chief Administrative Officer	November 1, 2021

Revision History

Version No.			
Original	October 21, 2021	New Policy	N/A

Table of Contents

1. Purpose and Objective	4
2. Scope of Application	4
3. Support and Continued Compliance with all Health and Safety Precautions	4
4. Responsibilities	5
4.1 Employee.....	5
4.2 Manager.....	5
4.3 Department Head.....	5
4.4 Director, Facilities Management.....	5
4.5 Vice President, Corporate & Information Services and CFO	6
4.6 President and Chief Administrative Officer.....	6
5. Background and Current Situation	6
6. Vaccination Requirements	6
7. Proof of Vaccination	6
8. Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures	6
9. Consequences of Non-Compliance with Policy	7
10. Delivery / Pick-up Access	7
11. Related Policy / Requirement	7
12. Definitions	7

1. Purpose and Objective

The Municipal Property Assessment Corporation (“MPAC”) is committed to taking every reasonable precaution in the current circumstances to protect the health, safety and wellness of its employees. Vaccination is a key element in the protection of MPAC employees against the hazards associated with COVID-19. This Vaccination Policy for Visitors, Suppliers and Contractors (the “Policy”) is designed to protect MPAC employees who may interact or encounter visitors, suppliers and contractors while working in any of the MPAC offices located across the Province of Ontario. To this end, visitors, suppliers and contractors who attend an MPAC office beyond the vestibule or reception area are required to be fully vaccinated against COVID-19.

2. Scope of Application

This Policy applies to visitors, suppliers, and contractors¹ of MPAC who attend an MPAC office beyond the vestibule or reception area of an MPAC office.

Certain MPAC visitors, suppliers and contractors may have obligations in addition to this Policy under department-specific policies regarding COVID-19 vaccination or under applicable regulations, legislation or guidelines.

3. Support and Continued Compliance with all Health and Safety Precautions

Unless a legislated or regulatory exemption applies, all MPAC visitors, suppliers and contractors are required to comply with applicable health and safety measures to reduce the hazard of COVID-19 including, but not limited to, compliance with established workplace access controls (e.g. daily self-assessment screening), wearing a disposable or reusable mask and using other personal protective equipment (“PPE”), frequent hand washing and/or hand sanitizing, maintaining appropriate physical distancing and self-monitoring for potential COVID-19 symptoms while attending an MPAC office or while otherwise engaging in MPAC business.

¹ For the purpose of this Policy, the term “contractor” includes sub-contractor.

4. Responsibilities

4.1 Employee

All MPAC employees are responsible for the administration of this Policy and must:

- Ensure that visitors, suppliers and contractors have completed MPAC's Daily Self-Assessment Screening attesting to being fully vaccinated; or
 - In the case where a supplier or contractor's organization conducts a daily self-assessment screening for their employees, including an attestation of being fully vaccinated, obtain confirmation of the organization's COVID-19 policies and procedures, and a one-time written attestation that the individual(s) assigned to attend at an MPAC office have been fully vaccinated;
- Ensure that visitors, suppliers and contractors abide by all existing health and safety protocols established by MPAC with respect to COVID-19 including, but not limited to, completing screening questions, physical distancing, mask wearing, wearing PPE as required etc.; and

4.2 Manager

- Ensure employees are following appropriate health and safety protocols, including ensuring awareness regarding this Policy; and
- Review requests for accommodation in consultation with the Department Head.

4.3 Department Head

- Provide input regarding changes to this Policy;
- Ensure that all direct reports comply with this Policy; and
- Act on non-compliance issues within their area of responsibility in accordance with this Policy and other relevant and applicable Corporate Policies.

4.4 Director, Facilities Management

- Ensure that all employees comply with this Policy;
- Monitor and report on non-compliance with this Policy;
- Ensure this Policy is communicated to all MPAC staff; and
- Recommend amendments to this Policy to the Vice President, Corporate and Information Services and CFO.

4.5 Vice President, Corporate & Information Services and CFO

- Approve this Policy and any subsequent amendments or revisions.

4.6 President and Chief Administrative Officer

- Ensure that all direct reports comply with this Policy; and
- Act on non-compliance issues in accordance with this Policy and other relevant and applicable Corporate Policies.

5. Background and Current Situation

Full vaccination has been shown to be effective in reducing COVID-19 virus transmission and protecting most vaccinated individuals from severe consequences of COVID-19, including the Delta and other variants currently circulating in Ontario.

Given the continuing spread of COVID-19 in Ontario, including the Delta variant, the compelling data demonstrating a higher incidence of COVID-19 among the unvaccinated population and the increasing levels of contact between individuals as businesses have reopened, it is critical that MPAC protect its employees, stakeholders, and the general public by ensuring that people who enter MPAC offices are fully vaccinated against COVID-19.

6. Vaccination Requirements

Where this Policy applies, **by November 29, 2021**, all MPAC visitors, suppliers and contractors are required to be fully vaccinated prior to attending at an MPAC office unless their visit will be limited to a vestibule or reception area.

7. Proof of Vaccination

MPAC requires that either: (a) visitors, suppliers and contractors complete MPAC's Daily Self-Assessment Screening, including an attestation that attendees to MPAC offices are fully vaccinated, or (b) in the case of suppliers and contractors, their organization provides a one-time written attestation that the individuals assigned to attend at an MPAC office have been fully vaccinated.

8. Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

MPAC will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information to ensure that it continues to protect the health, safety and wellness of its employees and the public that they serve. To that end, and in consultation with local public health and occupational health and safety

experts, MPAC will continue to assess other available workplace risk mitigation measures. If it is determined that additional precautions are necessary, MPAC may decide to deploy new measures (including at an individual level) to protect employees and the public from COVID-19, and may amend this Policy accordingly and/or communicate the required precautions to impacted employees, visitors, suppliers and contractors.

9. Consequences of Non-Compliance with Policy

Visitors who do not comply with this Policy may be denied entry to an MPAC office. Suppliers and contractors who do not comply with this Policy may be denied entry to an MPAC office and MPAC may exercise all available contractual remedies, up to and including termination of the applicable contract.

10. Delivery / Pick-up Access

Where an MPAC office does not have alternate public washroom facilities accessible outside of its office space, delivery workers (including couriers, truck drivers, and food delivery workers) will be provided with temporary and limited access to an MPAC office for the sole use of the washroom facilities, and only when delivering or picking up items in support of MPAC's business operations.

11. Related Policy / Requirement

[MPAC's COVID-19: Daily Self-Assessment](#)

12. Definitions

Fully vaccinated	Having received a full series of an acceptable COVID-19 vaccine approved for use by Health Canada. An individual is considered fully vaccinated 14 days after completing the full series.
Visitors	A non-employee visiting an MPAC office (excluding contractors and suppliers).

Suppliers	A person or organization selected by MPAC to provide goods and/or services to MPAC for a prescribed period of time.
Contractors	A self-employed person or entity contracted by MPAC to perform work for or provide services to MPAC as a non-employee.