



November 9, 2021

File No. 0340-20

Attention: All Township Volunteers, Vendors, and Contractors

**Re: Mandatory Vaccination Policy**

This letter is intended to provide your organization, and any of your employees or contractors that may be required to access Township workplaces, advanced notice that the Township will have mandatory vaccination requirements in place effective January 14, 2022. This mandatory vaccination requirement also applies to volunteers.

**Any volunteer, vendor, or contractor that is not fully vaccinated by January 14, 2022 will not be permitted to enter Township workplaces.**

**What does it mean to be fully vaccinated?**

You are considered fully vaccinated if you have received a full series of a COVID-19 vaccine approved by Health Canada. This means the full series of an accepted COVID-19 vaccine or a combination of accepted vaccines as follows:

- 2 doses of any combination of Moderna Spikevax, Pfizer-BioNTech Comirnaty or AstraZeneca Vaxzevria (including CoviShield)
- 1 dose of Janssen (Johnson & Johnson)

For information on how to get your COVID-19 vaccination in BC, visit:

<https://www2.gov.bc.ca/gov/content/covid-19/vaccine/register>

For general information about COVID-19 vaccination and direction regarding trusted sources for information about vaccines, visit BC Centre for Disease Control:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/covid-19-vaccine/covid-19-vaccination-at-a-glance>

**Who does this apply to?**

The policy applies to all employees, volunteers, and any individual or organization that performs billable work for the Township of Langley that is not on Township payroll but attends a Township workplace to conduct business on behalf of or for the Township.

**What proof do I need to provide the Township to confirm vaccination status?**

For vendors and contractors, the Township requires that each organization provide written confirmation of full compliance with the mandatory vaccination requirement by January 14, 2022.

For individual volunteers, proof of vaccination status must be provided to confirm of full compliance with the mandatory vaccination requirement by January 14, 2022.

**Where do I send my confirmation of vaccination status?**

For vendor and contractor organizations, an authorized representative from your organization must provide written confirmation of full compliance with the mandatory vaccination requirement no later than January 14, 2022 and send it to [contractorvaccine@tol.ca](mailto:contractorvaccine@tol.ca).

Volunteers can email proof of vaccination by emailing an image of their BC Vaccine card and a copy of their BCDL to [volvaccine@tol.ca](mailto:volvaccine@tol.ca) Division. All information provided will remain strictly confidential.

**What proof of vaccination is required for volunteers?**

The Township will accept the BC Vaccine Card as proof of vaccination. To be considered fully vaccinated, you must have received the full series of an approved COVID-19 vaccine and your BC Vaccine Card must be GREEN. For information on how to get your BC Vaccine Card, visit <https://www2.gov.bc.ca/gov/content/covid-19/vaccine/proof> Your BC Vaccine Card must have your name on it and will be verified by the Township. Please note that it can take a few days up to one week after your final vaccine for your BC Vaccine Card to reflect your fully vaccinated status. Please plan ahead so that you can meet the requirements of the policy.

Other forms of proof issued by the government of Canada or a province of Canada may also be acceptable however please contact Human Resources at [hrinfo@tol.ca](mailto:hrinfo@tol.ca) if you are unable to produce your BC Vaccine Card.

**What will happen with my information about vaccination status?**

Vaccination status information will be collected, used, disclosed and protected in accordance with applicable privacy legislation.

The only information stored by the Township is your name and whether or not you are fully vaccinated. Records confirming that your vaccination status has been verified will be maintained for as long as they are required while the policy remains in effect.

Any records that are maintained by the Township will be securely stored in Human Resources. Information will only be disclosed as permitted or required by law.