



**POLICY: Mandatory COVID-19 Vaccination Policy**

**POLICY NUMBER: 1.13**

**ISSUING AUTHORITY: Community Foundation of  
Portage and District Inc.**

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**APPROVED: December 21, 2021**

**LAST REVIEWED:**

**NEXT REVIEW: December 2024**

### **Purpose**

The CFPD is committed to providing a safe work environment, and to reducing the risk and spread of COVID-19 amongst its employees, Board members, community volunteers, and visitors. Vaccination against COVID-19 is a key component of reducing the spread of COVID-19.

### **Policy Statement**

The CFPD will follow and implement all Public Health Orders and recommendations with respect to COVID-19 from time to time.

All employees, Board members, and community volunteers are required to prove to the Executive Director, or in the case of the Executive Director, to the Board Chair, that they are fully vaccinated against COVID-19, or that they have received a medical exemption from the Government of Manitoba.

Proof of vaccination/exemption is a condition of employment for new employees, and for continued employment for current employees. It is a condition of acceptance and retention for all Board members and community volunteers.

In this regard, “fully vaccinated” means having received initial dose(s) of a COVID-19 vaccine that is authorized in Canada, together with any booster vaccinations as and when recommended and available.

All employees are entitled to take a three-hour paid leave to receive COVID-19 vaccinations. Employees are to work with the Executive Director to schedule an appropriate time to comply with this policy.

All information collected pursuant to this policy, including proof of vaccination/exemption, will be treated with strict confidence. Information will only be released to those who must have access for purposes related to the policy.

### **Responsibility**

Review, and revision of this policy, if required, with subsequent recommendation to the Board for approval, shall be the purview of the Governance Committee.