

PENDING BOARD APPROVAL**Made Public on
September 24, 2021****TO Live
EMPLOYMENT POLICY**

<u>Title</u>	<u>Effective Date</u>	<u>Policy Number</u>
Vaccination Policy	Date	XXX

1. OUR COMMITMENT

All TO Live employees are required to be fully vaccinated against COVID-19.

The health and safety of TO Live employees is a priority. TO Live is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19. Vaccination is a key element in the protection of TO Live employees against the hazard of COVID-19. This Policy is designed to maximize COVID-19 vaccination rates among TO Live employees as one of the critical control measures for the hazard of COVID-19.

2. CONTEXT

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

Given the continuing spread of COVID-19, including the Delta variant within Ontario, the compelling data demonstrating a higher incidence of COVID-19 among the unvaccinated population and the increasing levels of contact between individuals as businesses, services, and activities have reopened, it is important for TO Live employees to be fully vaccinated in order to protect themselves against serious illness from COVID-19, as well as to provide indirect protection to others, including co-workers. This is particularly important due to the nature of our work with the public and the close contact with others required in mounting a performance or holding a live event.

3. SCOPE

This policy applies to all TO Live employees as defined below.

For the purpose of this Policy only and unless stated otherwise, reference to “employees” shall be read to include all TO Live employees (union and non-union, full-time, part-time, casual, seasonal, or fixed-term contract), and volunteers at TO Live venues.

New TO Live employees are required to be fully vaccinated against COVID-19 as a condition of being hired.

TO Live will also require all independent consultants, contractors, agency provided staff, and others working at TO Live venues or with TO Live employees to be fully vaccinated in accordance with the standards set out in this Policy, to the full extent possible at law.

4. RESPONSIBILITIES

The Director of Human Resources is responsible for the application and interpretation of this policy.

All levels of management are responsible for the administration of this Policy.

Managers are expected to:

- lead by example, and;
- ensure employees complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

Employees are expected to:

- follow all health and safety policies and protocols, and;
- complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

5. POLICY REQUIREMENTS AND TIMELINES

Vaccine Requirement

All employees are required to be fully vaccinated with a COVID-19 vaccination series by October 31, 2021.

All new TO Live employees including IATSE members engaged through the Call Steward, are required to be fully vaccinated as a condition of employment and must show proof of vaccination prior to beginning work or employment that requires entry to any TO Live venue.

To make vaccines more convenient and accessible to employees and their families, TO Live will work with the City of Toronto and Toronto Public Health to run voluntary vaccinations clinics at TO Live venues, where possible.

Proof of Vaccination

All employees must disclose their vaccination status to TO Live by no later than September 30, 2021.

TO Live requires proof of being fully vaccinated from all TO Live employees in the form of documentation verifying receipt of a full vaccination series (either 2 doses or 1 dose if Johnson and Johnson) approved by Health Canada or the World Health Organization.

Employees who do not disclose their vaccination status to TO Live before September 30, 2021 will be required to show proof of vaccination prior to beginning work or employment that requires entry to any TO Live venue, after September 30, 2021.

Employees on an approved leave of absence must provide proof of being fully vaccinated no later than two weeks in advance of returning to work.

Confidentiality

TO Live will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

Ongoing Update Requirements

Employees will be required to update their vaccination status in accordance with the established process and by the dates set out in this policy, as they obtain each dose of COVID-19 vaccine.

Other basis for Disclosure

Employees may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where employees are directed to stay home or to comply with the clearance criteria to return to work (e.g., after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption).

6. NON-DISCLOSURE OR NO VACCINATION TO OCTOBER 31, 2021

After September 30, 2021, employees must be fully vaccinated and disclose that status to TO Live, in order to gain access to TO Live venues.

Employees who are not fully vaccinated or who have not disclosed their vaccination status to TO Live before September 30, 2021, will be denied entry and access to TO Live venues after that date.

Employees who, by September 30, 2021 disclose that they are not fully vaccinated, or who have not disclosed their vaccination status by September 30, 2021, shall attend mandatory education on the benefits of vaccination as directed, and take other actions as directed by TO Live, in addition to complying with the other provisions of this Policy, in order to ensure a healthy and safe work environment.

Until the details of mandatory education are provided, individual employees may refer to the Government of Canada website "Vaccines for COVID-19" for information on the benefits of vaccines and vaccine safety, at:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/vaccines.html>.

7. ARTIST OR COMPANY REQUIREMENTS

When TO Live is contractually bound to an artist or company to have only fully vaccinated employees in a venue, employees who have not disclosed that they are fully vaccinated will not be scheduled or called to work in the venue for the duration of the visiting artist's or company's stay.

8. ACCOMMODATION IN ACCORDANCE WITH HUMAN RIGHTS CODE

Employees who are not able to obtain a COVID-19 vaccine for a reason related to a protected ground under the Human Rights Code can request accommodation, which will be considered on a case-by-case basis.

All accommodation requests require written proof of the need for accommodation to be submitted along with the Accommodation Request Form (e.g., in the case of a request for a medical accommodation, medical documentation from a physician or nurse practitioner, including whether a medical reason is permanent or time-limited; if time-limited, the time frame should be indicated).

9. CONTINUED COMPLIANCE WITH HEALTH AND SAFETY PRECAUTIONS

All employees are required to review and comply with the TO Live COVID-19 Workplace Safety Plan as updated from time to time.

Unless a legislated or regulatory exemption applies, all TO Live employees, regardless of vaccination status, are expected and required to continue to comply with all 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. screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self- monitoring of potential COVID-19 symptoms when at work or otherwise engaged in TO Live business.

Employees who remain unvaccinated due to a substantiated Human Rights Code related accommodation request may be required to take additional infection and prevention control measures, as required or directed by TO Live from time to time, which may include providing proof of a negative COVID-19 test as well as self-isolation if exposed to COVID-19.

10. ONGOING MONITORING AND REVIEW OF COVID-19 SAFETY MEASURES

TO Live will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of employees in the workplace and the public that they serve.

To that end, and in consultation with Toronto Public Health and occupational health and safety experts, TO Live will continue to assess other available workplace risk mitigation measures, including, for example, requiring proof of a negative COVID-19 test, etc.

If it is determined that additional precautions are necessary, TO Live 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 affected employees.

11. CONSEQUENCES OF NON-COMPLIANCE WITH POLICY

After October 31, 2021, employees who do not comply with this Policy may be subject to disciplinary action, up to and including termination of employment.

Effective Date: September 24, 2021