

Employee and Volunteer  
COVID-19 Vaccination Policy  
Frequently Asked Questions  
(External Applicants)

November 4, 2021

**Employee and Volunteer COVID-19 Vaccination Policy  
External Applicants - Frequently Asked Questions**

<b>About the Policy .....</b>	<b>3</b>
1. Question: Why is the City implementing a vaccination policy?.....	3
2. Question: Who is covered by the vaccination policy? .....	3
3. Question: How does the City’s COVID-19 Vaccination Policy impact external applicants?.....	3
4. Question: What does “Fully Vaccinated” and “Fully Vaccinated Confirmation” mean? .....	3
<b>Obtaining Your Vaccination Certification .....</b>	<b>4</b>
5. Question: What vaccines will the City accept? .....	4
6. Question: Where do I get a copy of proof of my vaccination? .....	4
<b>Submitting Proof of Vaccination As An External Applicant.....</b>	<b>4</b>
7. Question: When do external applicants provide proof of vaccination?.....	4
8. Question: How do I share my vaccination status with the City? .....	5
9. Question: Under what authority is the City collecting this information?.....	5
10. Question: Should I submit my proof of fully vaccination confirmation in my application? .....	5
11. Question: What if I’m only partially vaccinated? .....	5
12. Question: Why do some job postings state: this position has been deemed to require full vaccination as per the Peel Medical Officer of Health who has required this pursuant to a regulation under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020?.....	5
<b>Requesting an Exemption to Vaccination Policy (Medical/Creed) As An External Applicant .....</b>	<b>5</b>
13. Question: What if I am unable to be fully vaccinated, can I request an exemption to this policy? .6	6
14. Question: Will the City of Mississauga accept an exemption approved outside of the City (ex. Family doctor, another employer)?.....	6
15. Question: When do I apply for an exemption to the Vaccination Policy? .....	6
16. Question: Who do I contact to request an exemption to the Vaccination Policy?.....	6
17. Question: How will I be notified of the status of my Vaccination policy exemption request?.....	7
18. Question: What happens if my request for exemption to the Vaccination Policy is denied? .....	7

## About the Policy

### 1. Question: Why is the City implementing a vaccination policy?

Answer: Since the beginning of the pandemic, the City of Mississauga (the “City”) has been a leader in implementing public health measures to protect its employees and volunteers. The City has a legislated obligation under the Occupational Health and Safety Act to ensure a safe working environment for all staff. Establishing a workplace vaccination policy is a key action that employers, including the City, can take to keep employees safe. The City has strongly encouraged all of its employees and volunteers to get fully vaccinated to protect themselves. Vaccination against COVID-19 remains the single most important intervention in reducing the transmission of the COVID-19 virus (including the Delta variant) to ensure safe working environments and to protect our staff.

### 2. Question: Who is covered by the vaccination policy?

Answer: This new policy will apply to all employees both union and non-union, including new external hires and all volunteers.

### 3. Question: How does the City’s COVID-19 Vaccination Policy impact external applicants?

Answer: As per the City’s Employee and Volunteer COVID-19 Vaccination Policy, external candidates (including previously employed individuals) must submit their Fully Vaccinated Confirmation or apply for and receive confirmation of a Creed or Medical Exemption from the City before their first day in the Workplace.

### 4. Question: What does “Fully Vaccinated” and “Fully Vaccinated Confirmation” mean?

Answer:

**“Fully Vaccinated”** is defined by the Province of Ontario and currently means 14 days have passed since receiving:

- the second in a two-dose series of a Health Canada approved COVID-19 vaccine (Pfizer, Moderna and AstraZeneca or a combination of any two); or
- a single-dose of the Health Canada approved Janssen (Johnson & Johnson) vaccine
- one or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID=19 mRNA vaccine authorized by Health Canada
- Three doses of a COVID-19 vaccine not authorized by Health Canada
- or receiving a mandated booster dose

**“Fully Vaccinated Confirmation”** means confirmation that you are Fully Vaccinated (all required doses plus 14 days from date of vaccination) from the Province of Ontario.

## Obtaining Your Vaccination Certification

### 5. Question: What vaccines will the City accept?

Answer: The City will accept only those vaccines approved by Health Canada. Presently, Health Canada has approved the following vaccines; Moderna, Pfizer, AstraZeneca and Janssen (Johnson & Johnson). Employees and Volunteers who were vaccinated outside of Ontario or through another agency will have their proof of vaccination reviewed by Employee Health Services (with direction from Peel Public Health) for approval; such employees may be subject to further evaluation.

### 6. Question: Where do I get a copy of proof of my vaccination?

Answer: Fully vaccinated employees and volunteers can log onto the [provincial portal](#) and download or print out their electronic COVID-19 receipt, a process that requires OHIP card, date of birth and postal code.

## Submitting Proof of Vaccination As An External Applicant

### 7. Question: When do external applicants provide proof of vaccination?

Answer:

1. All external applicants will be asked to acknowledge the following statements prior to submitting their job application:
  - a. "I understand that, as per the City's Employee and Volunteer COVID-19 Vaccination Policy, I must show my Fully Vaccinated Confirmation; or, apply for and receive confirmation of a creed or medical exemption from the City before my first day" AND
  - b. "I understand that, external candidates (including previously employed individuals) selected for an interview will be asked to show proof of their Fully Vaccinated Confirmation, or confirm that they will require a City approved medical or creed exemption, at time of interview."
2. All external applicants will be asked to select the statement related to their current vaccination status in the Application Screening Questions section of their job application.
3. Candidates selected for an interview will be asked to show proof of their Fully Vaccinated Confirmation, or confirm that they will require a City approved medical or creed exemption before their first day, at time of interview.
4. All external new hires (including previously employed individuals) job offers will include the following condition of employment: "Showing your Fully Vaccinated Confirmation or confirmation of an approved Creed or Medical Exemption from the City before your first day, as per the City's Employee and Volunteer COVID-19 Vaccination Policy" (**IMPORTANT: External new hires must meet this condition of employment prior to their first day of work**)

**8. Question: How do I share my vaccination status with the City? How is the confidentiality of my vaccination status protected?**

Answer: At time of interview, and/or prior to your first day (via virtual meeting), external new hires can access the provincial portal and get their COVID-19 vaccination receipt, they will be provided with a vaccine confirmation and/or QR code which they will then show to the Hiring Manager/Supervisor. Each confirmation/QR code will be verified and entered into our confidential Vaccination Status System (VSS) by the Hiring Manager/Supervisor. No paper or electronic copies of the vaccine receipts will be accepted or retained by the City.

**9. Question: Under what authority is the City collecting this information?**

Answer: Personal information is being collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) to ensure compliance with City policies and workplace legislation, including but not limited to the Occupational Health and Safety Act and the Reopening Ontario Act. Proof of vaccination information will be used to verify information you previously submitted in your employment application and to ensure compliance with City policies and legislative requirements only.

**10. Question: Should I submit my proof of fully vaccination confirmation in my application?**

Answer: No. No paper or electronic copies of the vaccine receipts will be accepted or retained by the City.

**11. Question: What if I'm only partially vaccinated?**

Answer: As long as you will be able to show the required Fully Vaccinated Confirmation before your first day you will have met the condition of employment.

**12. Question: Why do some job postings state: this position has been deemed to require full vaccination as per the Peel Medical Officer of Health who has required this pursuant to a regulation under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020?**

Answer: This position has been deemed to require full vaccination as per the Peel Medical Officer of Health who has required this pursuant to a regulation under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020. This is to mitigate the elevated risk of COVID-19 transmission in organized sports/recreation. Proof of Fully Vaccinated Confirmation or a City approved Medical exemption will be required your before first day.

**Requesting an Exemption to Vaccination Policy (Medical/Creed) As An External Applicant**

**13. Question: What if I am unable to be fully vaccinated, can I request an exemption to this policy?**

Answer: External applicants can apply for an exemption to the Vaccination policy based on Medical or Creed reasons. However, there are some positions at the City that require full vaccination (only approved medical exemptions will be accepted), this requirement will be stated on the job posting.

**14. Question: Will the City of Mississauga accept an exemption approved outside of the City (ex. Family doctor, another employer)?**

Answer: All requests for exemptions to the City's Vaccination Policy based on Medical or Creed reasons must be reviewed and approved by the City. All requests for accommodation are reviewed on a case-by-case basis in accordance with City policies and the Ontario Human Rights Code. Documentation satisfactory to the City will be required in all circumstances; this should be taken into consideration when the request is made.

**15. Question: When do I apply for an exemption to the Vaccination Policy?**

Answer:

1. External applicants must disclose in the Application Screening questions that they "require an approved creed or medical exemption from the City prior to my first day"
2. External applicants will be asked to confirm they will require a City approved medical or creed exemption before their first day, at time of interview
3. Job offers will include the following condition of employment: Showing your Fully Vaccinated Confirmation or confirmation of an approved Creed or Medical Exemption from the City before your first day, as per the City's Employee and Volunteer COVID-19 Vaccination Policy
4. External candidates will be sent an email with the exemption process next steps and contact information for Human Resources, based on their exemption (Medical or Creed)

**16. Question: Who do I contact to request an exemption to the Vaccination Policy?**

Answer:

**Creed Exemptions:** Exemption requests under the Ontario Human Rights Code ground of creed should contact their departmental Human Resources representative. All requests for accommodation are reviewed on a case-by-case basis in accordance with City policies and the Ontario Human Rights Code. Documentation satisfactory to the City will be required in all circumstances.

**Medical Exemptions:** Exemption on medical grounds should contact their Employee Health Services (EHS) Consultant in Employee Health Services, Human Resources Division.

If you are considering requesting a COVID-19 vaccination exemption for medical reasons, please be aware that there are very few medical reasons to support a COVID-19 vaccination exemption during

this pandemic. The two main medical reasons to qualify for a medical exemption include an allergy to a component of the vaccine as confirmed by an allergist/immunologist or myocarditis/pericarditis after a first dose of an mRNA vaccine. However, Employee Health Services (EHS) is always open to receiving medical information to assess your personal accommodation request related to an inability to be fully vaccinated.

All requests for accommodation are reviewed on a case-by-case basis in accordance with City policies and the Ontario Human Rights Code. Documentation satisfactory to the City will be required in all circumstances.

**17. Question: How will I be notified of the status of my Vaccination policy exemption request?**

Answer: You will be notified via email to confirm whether your exemption request has been approved or denied. You may also be notified via email if the Human Resources representative needs more information to process your request.

**18. Question: What happens if my request for exemption to the Vaccination Policy is denied?**

Answer: You will be notified via email that your offer of employment will be rescinded, having not met the condition of employment: Showing your Fully Vaccinated Confirmation or confirmation of an approved Creed or Medical Exemption from the City before your first day, as per the City's Employee and Volunteer COVID-19 Vaccination Policy.

**Stay up-to-date on the latest news and information about [Mississauga's Response to COVID-19](#).**

**For further questions related to the City's Employee and Volunteer COVID-19 Vaccination Policy please call AskHR (905-615-3200 Ext. 3737) [AskHR@mississauga.ca](mailto:AskHR@mississauga.ca)**