



Guidance Procedure: How To Submit Your Vaccination Documents

Purpose

In accordance with the Town's **COVID-19 Vaccination Policy C19-04** all staff and volunteers must submit proof of COVID-19 vaccination. Vaccination is a key element in the protection of Town employees and volunteers against the hazard of COVID-19. The purpose of this procedure is to ensure that all employees and volunteers understand the process to confidentially submit vaccination or proof of exemption documents.

Procedure

Employees and volunteers who have received the requisite dose(s) of an approved COVID-19 vaccine are required to provide proof of their COVID-19 vaccination status by uploading their final vaccination record/receipt provided by the Ministry of Health, pharmacy, doctor or other authorized provider into the Town's portal system.

A. Vaccine Proof of Documentation

Before uploading to the system, ensure you have an image or PDF file of your vaccination records ready. You will only require proof of your second or final vaccination dose. Individuals vaccinated in Ontario may download their vaccination receipt from the Government of Ontario website located at:

<https://covid19.ontariohealth.ca/>

The Town's portal system accepts several document formats including - pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif.

For individuals vaccinated outside of Ontario proof can include vaccination receipt or letter from physicians, hospitals, or government agencies. This documentation must include the date of vaccine administration and the country/location in which the vaccines were administered.

B. Proof of Qualification for an Exemption

Exemptions will be granted only for medical grounds or other grounds protected by the *Ontario Human Rights Code*. The employee is responsible for providing the appropriate documentation as required by the Town to support their request for accommodation, including the effective time period of the exemption. Medical documentation supporting an exemption should be uploaded using the Town's portal system outlined within this procedure.



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A representative from Human Resources will follow up with employees or volunteers submitting a request for vaccination exemptions after review of the submitted request/proof.

The Town will make reasonable efforts to accommodate employees who are unable to get vaccinated against COVID-19 for reasons protected under the *Ontario Human Rights Code*.

There is no requirement under the *Ontario Human Rights Code* to accommodate a refusal to be fully vaccinated arising from a personal or political belief and/or principles.

Accessing the Town's Portal for Proof of Vaccine or Exemption

To upload your COVID-19 vaccination or exemption documents:

Visit the following URL link: <https://forms.milton.ca/Staff/Vaccinations> and follow the directions outlined within the portal.

Confirmation of successful submission will be confirmed at the end of the session in the Portal with the following message (a confirmation email will **not** be sent):

Town of Milton Proof of Vaccine or Exemption continued

Required fields are marked with asterisks (*)

Thank you.

Your submission has been successfully completed.

Alternative Methods of Submission of Documentation

Employees and volunteers unable to provide an electronic version of proof of vaccination or exemption can provide a printed copy of such in a confidential envelope addressed to Human Resources.



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Collection, Documentation and Reporting

Human Resources will confidentially store the information collected separately from your employee or volunteer file and will be handled in accordance with privacy regulations.

The information you provide will be verified by designated members of the Human Resources team for the purposes of determining policy compliance. For any additional questions about the collection of data, please contact Human Resources at miltonhr@milton.ca.