

## Health and Safety



# COVID-19 Vaccination Status Data Collection Question & Answer

We take the well-being of our employees seriously and want to ensure we are taking all reasonable precautions to ensure the health and safety of all workers. Therefore, because there is a mix of vaccinated and unvaccinated individuals at all our workplaces, the most effective way to prevent transmission is through achieving high vaccination rates and the use of masks and social distancing.

We can substantially reduce the risk of transmitting or catching COVID if we are all vaccinated. We also reduce the risk of bringing the virus into our homes and infecting children under the age of 12.

We have all been very diligent in ensuring that we took the necessary precautions to keep COVID out of our workplaces. We thank every employee who has made the choice to be vaccinated. As we work through the current wave of COVID-19 infections, we must continue to focus on doing the things that are necessary to stop the spread.

### **Question 1 – Am I required to get fully vaccinated to work at ISI?**

No, at this time we have decided not to implement a mandatory vaccination policy that requires all employees to be fully vaccinated as a condition of continued employment. Although we are aware of several employers implementing this policy and the UNIFOR National Union supporting employers that mandate a vaccination, we do not yet see the need to do this. As circumstances change both across ISI and within the Province, we may later adopt this requirement.

### **Question 2 - Why do I need to show proof of my vaccine status?**

Consistent with the Province's move towards creating vaccine records for use in discretionary leisure activities, we also need to fully understand which of our employees are and are not fully vaccinated. With this information we will better be able to assess our risk exposure across ISI. As we see in the media, there is a greater risk of transmission amongst unvaccinated people. With an accurate picture of where unvaccinated people are working (this includes employees who have only received a single vaccine dose), we can adjust assignments and other mitigating strategies if we get significant community spread within our company.

Your individual vaccination status will be entered into our secure Human Resources system which has restricted access. The total vaccination rate at each location will be used to determine appropriate measures to keep our employees, their families, customers, and contractors safe.

### **Question 3 - When and where will I be able to report my vaccination status?**

We will be asking each employee who has received 2 doses of vaccine to show their proof of vaccination (either electronically or in paper form) and will then be entering their vaccine status in our secure Human Resources system, as well as the date of their last vaccination. We will be hosting a number of these sessions starting the week of September 27<sup>th</sup>. Similar to how we are hosting the Employee Engagement Survey sessions we will bring various employee groups together and collect the data. We will not be retaining any individual employee medical records.

The Production supervision will attend with their crews. Support Staff and others will be requested to attend designated sessions.

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Please bring a copy of the official form you received when you were vaccinated or your electronic proof of vaccination.

Depending upon where you received your vaccination(s) this may take the form of:

- Hard copy card you were provided at the clinic (common in BC and Ontario)
- Print-off of your immunization record
- Electronic screenshot of your online immunization record
- Electronic vaccine passport (BC, Ontario and Quebec)

Your record will not be kept, and your privacy will be ensured. We will record into our secure Human Resources system that you have shown your proof of vaccination and the date of your last dose. Employees will be given a sticker showing they are vaccinated to display of their hardhat, employee badge, or name plate if they wish.

Please do not email your vaccination record to the Company.

Staff employees who are not directly associated with Production will be scheduled to attend an intake session.

#### **Question 4 - What if I do not wish to share my vaccine status?**

No employee is obligated, at this time, to disclose their vaccine status if they choose not to. If you do not wish to disclose your vaccine status, we will record you in our secure Human Resources system as being unvaccinated. You may also email [COVID19@Irvingshipbuilding.com](mailto:COVID19@Irvingshipbuilding.com) to advise that you are unvaccinated or that you do not wish to share your vaccination status. By emailing us to advise that you are unvaccinated or do not wish to share your vaccination status, it will eliminate the need for us to attempt to contact you to verify your status.

You will however be counted as unvaccinated in our assessment as to whether we achieve a 95% vaccination rate at your workplace.

#### **Question 5 - I am working with my physician to determine if I can get a vaccination and will not know until after October 8, 2021.**

If you receive two doses of vaccine after October 8, 2021 when our employee intake sessions are completed, please contact Tamara Geeringh at (902) 229-6373 or email [covid19@irvingshipbuilding.com](mailto:covid19@irvingshipbuilding.com) and she will meet with you, review your documentation and update your status in our secure Human Resources system.

#### **Question 6 - I have a medical reason not to be vaccinated. What should I do?**

We are told that approximately 0.5% of the entire population are not able to receive a vaccine dose. If you are one of these people, please have your physician or nurse practitioner complete the form provided by the Nova Scotia Health Authority and contact Tamara Geeringh at (902)229-6373 to arrange for a time to meet with her so that your status can be confirmed. You may also contact JD Irving Health services directly at [lhs@jdirving.com](mailto:lhs@jdirving.com) and speak with them about your personal situation.

#### **Question 7 - Why is the Company giving out Proof of Vaccination Stickers?**

Many employees are proud that they have been vaccinated and want others to know their vaccination status. We are aware that some employees for their own comfort may wish to know the vaccination status of those that they are working closely with. The sticker is a simple way to show your status.

In the future, the use of visible stickers will allow for easier enforcement of additional COVID precautions such as masking if ever we differentiate between vaccinated and unvaccinated people.

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#### **Question 8 - Are the 10 COVID Days being offered new ones?**

No, they are a continuation of the 10 COVID days that were previously offered. All fully vaccinated employees will be able to access the remainder of the 10 paid leave days in the event they contract COVID. These days will be available to an employee who has been directed by a public health authority (not an 811 operator) to self-isolate due to a close contact, or you become ill with COVID-19. If you had previously used paid COVID days, these have been reset to 10.

These days are not to cover absences due to parenting issues, taking care of other family members who contract COVID-19 or if you are experiencing flu-like symptoms, etc.

#### **Question 9 - What are the employee groupings to qualify for the \$150 bonus?**

To ensure that employees who will likely be interacting with each other on a regular basis are as fully vaccinated as possible, we have set the following workplace groupings that will be required to achieve 95% double vaccination rates by October 29, 2021, to qualify for the \$150 Bonus. The areas are:

Halifax Shipyard  
Marine Fabricators  
Woodside Industries  
Shelburne Ship Repair  
Bluenose Building (CSC & Fleetway)

All employees who normally work at each of these 5 locations will be included in the calculation. We will not include sub-contractors in our calculation of the 95% target.

Any employee who presents acceptable medical proof from a doctor that they cannot be vaccinated will not be included in calculating the 95% threshold. Acceptable medical proof will be for one of these three reasons; 1. Severe allergy to the vaccine(s); 2. Certain cardiovascular diseases and conditions, or 3. Immunocompromised conditions that delay the timing of getting a vaccination.

#### **Question 10 - Can I request a Passout to get my vaccination?**

We are fully supportive to ensure that unvaccinated employees are given the necessary flexibility in their work schedules if required so that they can be vaccinated. Many employees may be travelling from areas where vaccination appointments are not as available, and we will work with you to accommodate your schedule so that you can be vaccinated.

#### **Question 11 - If I have not been vaccinated, what do I do?**

If you have not yet been vaccinated, you do not need to come to the vaccination intake clinic that you are scheduled for. All employees who do not attend and confirm their vaccination status will be deemed to be unvaccinated. If you are not at work for your scheduled vaccination intake clinic and would like to provide your vaccination status, you will need to contact Tamara Geeringh at (902) 229-6373 to arrange.

#### **Question 12 - Will there be more restrictions placed on unvaccinated people versus vaccinated?**

At the present time, we are not imposing additional COVID precautions on unvaccinated or not fully vaccinated employees. However, we will continue to monitor recommendations and direction from the Nova Scotia Health Authority and may impose targeted COVID-19 precautions based upon your vaccination status.

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#### **Question 13 - Will all subcontractors need to prove their vaccination status?**

We have contacted our sub-contractor representatives to advise them of the need to ensure that we are aware of the vaccination status of all workers that they send onto our sites. We are currently investigating how we can best maintain an accurate record of these workers' vaccination status.

#### **Question 14 - What about Visitors and DND people?**

All visitors and DND personnel coming on site will need to verify their vaccination status as they enter any of our workplaces.

#### **Question 15 - Who will be able to access my Vaccination status?**

Access to your vaccination record will be restricted to the Human Resources and Health & Safety departments. We are currently developing a policy to clarify who and for what reason someone will be able to access your records. We will review this policy with the local union representatives to ensure that it is fair.

#### **Question 16 - Will ISI provide an On-site Vaccination Clinic?**

If there is enough of a demand for a vaccination clinic to be held on site, we may consider making those arrangements. Currently there are lots of open vaccination appointments available throughout HRM and Nova Scotia <https://novascotia.ca/coronavirus/book-your-vaccination-appointment/> and we will work with any employee to grant them the time to attend a scheduled appointment.

#### **Question 17 - Will new employees need to be vaccinated to be offered employment?**

We will be incorporating into our recruitment process that preference will be given to job candidates that are fully vaccinated.

#### **Question 18 - If I become fully vaccinated after the Vaccination Status Conformation Sessions, what should I do?**

If you receive your second vaccine dose after we have concluded our information collection sessions, you will be asked to contact the Human Resources department to update our secure Human Resources system.

#### **Question 19 - I work for another JD Irving Division but most of my work is within ISI facilities. Who will be contacting me?**

If you spend the majority of your time in an ISI workplace (e.g. Halifax Shipyard or Bluenose) you should register your vaccination status with that workplace. If you are not contacted by ISI, please come to one of the sessions and we will record your vaccination status.