



Effective Thursday, December 9, 2021 until further notice -

ACEC-SK COVID POLICY & PROCESSES

This ACEC-SK policy and supporting processes document outlines how the association and its representatives will operate to support and enhance Government of Saskatchewan's on-going measures to control the spread of COVID-19. These consider the health and safety, varying comfort levels, and unique circumstances of all stakeholders.

POLICY

On-site ACEC-SK Office - #12, 2020 – 7th Avenue, Regina, SK

1. Deliveries: The ACEC-SK office building remains locked. All deliveries are to be received at the building's exterior door.
2. All individuals (e.g. staff, volunteers, building landlord, building maintenance/service providers, other building tenants) entering the ACEC-SK office will provide proof of full COVID-19 vaccination, defined by the Government of Saskatchewan as it is amended from time-to-time.
3. All individuals unable to provide proof of full COVID-19 vaccination must produce a negative PCR test taken within the preceding 72 hours, regardless of reason for remaining unvaccinated.
4. All individuals entering the ACEC-SK office must attest to feeling in good health and that they are not exhibiting any symptoms of COVID-19.
5. Individuals must be masked properly (mask must cover nose and mouth) at all times while in the ACEC-SK office except when eating, drinking, or wiping their nose.
6. Should individuals fail to comply with this policy, they may be removed from the ACEC-SK by the most-senior ACEC-SK staff member present at the time of infraction.
7. Each staff member is individually responsible for wiping down common area surfaces with disinfectant wipes (provided by ACEC-SK) after each use.

External Interaction – Representing ACEC-SK at all off-site locations

1. All ACEC-SK staff members and volunteers attending events, participating in meetings, or meeting with external stakeholders on behalf of ACEC-SK must follow the provincially mandated health guidance of the day. At a minimum, these individuals must be able to provide proof of full COVID-19 vaccination or produce a negative PCR test taken within 72 hours preceding the activity.
2. All ACEC-SK staff members and volunteers attending events, participating in meetings, or meeting with external stakeholders on behalf of ACEC-SK must follow the rules and guidelines of the venue and/or business in question, regardless of if those measures exceed provincially mandated requirements.

Reasonable Accommodation

If an ACEC-SK staff member is unable to satisfy these internal protocols, ACEC-SK will strive to modify that individual's responsibilities and working conditions to the point of reasonable accommodation so long as doing so does not cause undue hardship to the association.

To assist with planning, ACEC-SK is asking all its employees to e-mail bmacleod@acec-sk.ca no later than 5 p.m. on Friday, December 10, 2021, with responses to the following questions:

- A. Are you willing to voluntarily attest to your COVID-19 vaccination status — and, if so, what is it?
- B. If you are not full vaccinated from COVID-19, do you intend to either become vaccinated to seek a medical exemption — and, if so, by when?
- C. If you do not intend to become fully vaccinated or obtain a medical exemption, how do you believe these internal protocols will impact your ability to fulfill your employment responsibilities, and what suggestions would you advance to mitigate undue hardship to the association?