

COVID-19 Vaccination Requirement for Contractor's Personnel

As of **December 1, 2021**, all contractors' personnel at the Canadian Museum of History and the Canadian War Museum (the Museum) must be fully vaccinated to access the workplace. Contractors will be required to provide certification to their contracting authority according to the process established in this document.

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1. Vaccination requirement for contractors' personnel

1.1. As of **December 1st, 2021**, contractors and their sub-contractors' personnel and who access the Museum's workplaces must be fully vaccinated. Workplaces include all places of work under the responsibility of the Museum where Museum's employees are present. By "**Museum's workplaces**" we mean all the premises for which the Museum is responsible and where Museum's employees are present, excluding parking lots, terraces and external spaces, unless the contractor is responsible for providing external and internal services or if the contractor needs to access the premises and the internal spaces of the Museum such as the washrooms, storage places, etc.

1.2. The vaccination requirement **does not apply** to:

- contracts that are solely for the provision of goods
- situations where Museum's employees must enter contractor's facilities (for example: to conduct compliance audits)
- contracted personnel who will only access common areas of buildings that are open to the public (such as parking lots, external spaces, shipping and receiving areas)

2. Existing contracts and contractors

2.1. Contractor's personnel who access Museum's workplaces to perform work or to render services pursuant to existing contracts are subject to the vaccine requirement.

3. Meeting the vaccination requirement

3.1. You are considered **fully vaccinated** if you have received the full series of an accepted COVID-19 vaccine or a combination of accepted vaccines including:

- 2 doses of any vaccine combination of Moderna Spikevax, Pfizer-BioNTech Comirnaty or AstraZeneca Vaxzevria (including CoviShield)
- 1 dose of Janssen vaccine (Johnson & Johnson)

3.2. For more information on accepted COVID-19 vaccines, you can consult the [Vaccines for COVID-19](#) page.

4. Certification Process

4.1. Contractors must submit the certification form provided in this document by **November 15, 2021**, certifying that their personnel who access Museum's workplaces will be fully vaccinated as of **December 1st, 2021**.

5. Existing and future contracts

- 5.1. Purchasing Officers will contact the contractors who currently have a contract with the Museum to provide them with a certification form that they must complete and return, certifying that their personnel requiring access to the Museum's workplaces will be fully vaccinated as of December 1st, 2021. Contractors who do not submit the certification may be subject to further measures, up to and including the termination of their contract.
- 5.2. As of **October 27, 2021**, bidders for contracts that will require contractors' personnel to access Museum's workplaces must submit a certification proving that they meet the vaccine requirement as a condition of their bid. Bids that do not include the certification will not be considered. The certification form will be included with the Invitation to Tenders/Requests for Proposals.

6. Site visits

- 6.1. As of **December 1st, 2021**, bidders wishing to participate in site visits for projects affecting Museum's workplaces must be fully vaccinated. The Contracting Authority will perform the verification as a condition of compliance before proceeding with the site visit.

7. Special circumstances and exemptions

- 7.1. Some contracted personnel may not be able to get fully vaccinated due to:
 - a certified medical contraindication;
 - religious grounds;
 - other prohibited grounds of discrimination as defined in applicable human rights legislation.
- 7.2. In such cases, contractors are expected to inform the responsible contracting authority as soon as possible of:
 - the number of such personnel;
 - the impacted work locations;
 - the steps the contractor proposes to undertake to mitigate any associated risks (such as regular rapid testing).
- 7.3. Exemptions and any mitigation measures are subject to approval by the contracting authority.
- 7.4. Contractors should not share any personal information with the contracting authority, such as any specifics about:
 - medical contraindications;
 - religious grounds.

8. Monitoring and special requirements

- 8.1. Contractors will be responsible for monitoring the compliance of their employees and their subcontractors' employees with the vaccination requirement.
- 8.2. The Museum reserves the right, at all times, to verify the compliance of the contractors' employees to the vaccination requirement. The Project Authority or the Occupational Health and Safety Advisor will carry out this verification.
- 8.3. The Contracting Authority will communicate, as applicable, any additional information related to special requirements to the associated contractors.

9. Failure to meet a requirement

- 9.1. Contractors who do not provide the required certifications or who are subsequently discovered to have provided an untrue certification, may be subject to measures up to and including the termination of their contract.

COVID-19 Vaccination Requirement Certification Form

Certification

I, _____ (first and last name), as an authorized representative of _____ (name of business) pursuant to Contract _____ (Contract/ITT/RFP number), warrant and certify that, as of **December 1st, 2021**, all personnel that _____ (name of business) will provide and all personnel by our sub-contractors (if applicable) on this Contract who will access the Museum's workplaces will be:

(a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or

(b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the Canadian Human Rights Act, subject to accommodation and mitigation measures as of **December 1st, 2021** that have been presented to and [approved by the Museum/submitted for approval by the Museum](#);

until such time that Canada indicates that the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Contractor's Personnel are no longer in effect.

I certify that all personnel provided by _____ (name of business) and by our sub-contractors (if applicable) have been notified of the vaccination requirements of the Museum's COVID-19 Vaccination Policy for Contractor's Personnel, and that _____ (name of business) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to the Museum are subject to verification at all times.

I also understand that the Museum will declare a contractor in default if a certification is found to be untrue, whether made knowingly or unknowingly, during the contract period.

The Museum reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by the Museum will constitute a default under the Contract.

Name and title: _____

Signature: _____ **Date:** _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act.