**COVID-19 VACCINATION POLICY**

(Masking/Testing before Vaccination Proof)

**To come into effect no sooner than 12:01 a.m. October 4, 2021**

1. **Purpose**

**INSERT NAME OF SALON OR SPA HERE** (the “Salon”) is committed to providing a work environment that keeps its employees and the community safe. That commitment means that we must maintain a workplace free of hazards to an individual’s health such as COVID-19. It is critical therefore that, as an organization, we take reasonable precautions to protect against exposure to viruses including (but not limited to) COVID-19.

The purpose of this Policy is to set out the standards that employees must meet in the workplace so that each employee can do their part to keep each other and the public safe.

1. **Requirements**

If an employee has not provided proof of double-vaccination satisfactory to the Salon on or before October 4, 2021, the Salonrequires that all employees wear an acceptable mask while on the premises and undergo COVID-19 testing twice a week as arranged by the Salon. The Salon recognizes that it has a duty to accommodate to the point of undue hardship any employee who cannot wear a mask or be tested for a reason protected by the Nova Scotia *Human Rights Act*.

A mask must cover nose, mouth and chin and not convey any unacceptable or unprofessional messaging or images.

***Optional as of September 15, 2021 (12:01 a.m.)***

The Salon also requires that all employees follow any other steps to minimize the likelihood of the COVID-19 virus (or any variant) spreading, which could include physical distancing where appropriate (at a minimum of 6 feet or 2 meters), using a sneeze guard, following directions for entry/exit into a building, disinfecting workspaces on a regular basis, etc.

If these measures are not consistently followed or there is an outbreak of the COVID-19 virus in the community (including any variant), the Salon reserves the right to require that any or all employees be fully vaccinated (have both injections of one of the recognized vaccines) against COVID-19 by a stated date and the Salon will require provide proof satisfactory to the Salon. If an employee is not vaccinated, the employee will have to disclose in writing to the Salon the reason for not being vaccinated. The Salon recognizes that it has a duty to accommodate employees who cannot receive the vaccine for any reason protected by human rights legislation, such as physical disability or religion.

***Note:*** The Salon is establishing this requirement separate and apart from any requirements that the Province of Nova Scotia might impose now, or in the future.

The Salon may, at its discretion, apply this Policy to contractors who are working on the Salon premises.

1. **Compliance**

If an employee does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) the Salon can require that the employee follow alternative measures or, where there is no other option that the Salon considers feasible, place an employee on an unpaid leave of absence until the employee is in compliance with this Policy, the pandemic ends or the Salon ends the leave of absence.

1. **Confidentiality**

Any information that an employee provides to the Salon pursuant to this Policy will be kept confidential by the Salon. All medical information, including vaccination and testing records, will be stored separately from other employees’ personnel files, kept secure at all times and destroyed when no longer needed.

1. **Review of Policy**

The impact of the COVID-19 pandemic will undoubtedly continue to change. The Salon will, therefore, review this Policy on an ongoing basis, adjusting it if necessary and revoking it if warranted.