

**Temporary Third Party COVID-19 Pandemic Policy****PURPOSE:**

Manitoba Public Insurance (MPI) has a duty to provide and maintain a safe and healthy workplace, in compliance with Section 4 of the Manitoba Workplace Safety and Health Act (WSHA).

In addition MPI must comply with the Personal Health Information Act (PHIA). Section 13 and 20 of PHIA permits MPI to collect and use personal health information that is necessary to fulfill its duty of maintaining a safe and healthy workplace.

**RESPONSIBILITY OF:**

Management and Human Resources Department

**KEY CONTACT:**

Human Resources

**SCOPE:**

This policy establishes the requirements and expectations to reduce the risk of transmitting Covid-19 during the pandemic.

This policy will be effective for the duration of the pandemic and will be reviewed regularly throughout.

All information collected for the purpose of this policy will be destroyed upon the repeal of this policy, or as required by law.

This policy applies to all third party individuals ("individuals") including consultants, volunteers, board members, visiting public, customers and contractors, including those that are contracted by the Driver Z program and all students that participate in the Driver Z program.

This policy applies to interactions where 6 feet distance or a plexi-glass separation are not reasonable or practical. The considerations for each of the individual groups has been defined below.

A separate **Covid-19 Employee Pandemic Policy** applies to all employees of MPI, whether part-time or full time, including those in permanent, term or casual positions.

This policy will **not** apply to service providers, business partners and authorized agents such as, brokers, direct repair shops, and rehabilitation partners. Individuals from these groups will be treated as visiting public upon entering an MPI location.

**POLICY:**

MPI is committed to taking reasonable precautions it considers necessary in response to the evolving risks of COVID 19 to ensure the health and safety of our employees, customers, and the general public against the transmission and to reduce the severity of the illnesses associated with COVID-19.

All individuals entering MPI premises, regardless of their vaccination or testing status, must continue to:

- adhere to all MPI safety measures including wearing a mask and social distancing while on MPI premises.
- follow the exposure protocols outlined by the Province of Manitoba. The provincial protocols outline what to do if individuals:
  - have been diagnosed with Covid-19
  - have been in direct/indirect contact with someone diagnosed with Covid 19
  - are feeling unwell but do not know if they have had direct/indirect contact with a Covid 19 case.

In addition to the above, the following will apply to individuals:

**Visiting Public (including customers, board members, volunteers)**

Visiting Public who interact with MPI employees to complete a service indoors where safety precautions including 6 feet distance or a plexi-glass separation are not reasonable or practical, will be required to:

1. Provide proof of full vaccination in a form acceptable to MPI. Proof of vaccination can include the Q.R. Code or physical Manitoba Immunization Card or a provincial immunization record from Manitoba Public Health or the Manitoba Shared Health online portal (or an equivalent record from another jurisdiction).

**OR**

2. Provide proof that they have been tested for COVID-19 with a test acceptable to MPI and have obtained a negative test result in the 48 hours immediately prior to interaction as described above.

Visiting Public will be required to:

- show this information upon attending their appointment or entering an MPI location; this information will not be stored or maintained by MPI.
- must adhere to the vaccination/testing policies in place at the locations where the services are provided.

**Contractors/Consultants entering an MPI location**

Contractors/consultants entering an MPI location for the purpose of completing work, where there may be interactions with MPI employees, will be required to provide proof of full vaccination or proof they have been tested in accordance with the options above.

In addition, all contractors/consultants will be required to provide an attestation to indicate their compliance with this policy. This attestation would be provided to the business leader responsible for the contract.

MPI reserves the right to complete onsite audits of this information to ensure compliance.

### **Driver Z Program**

Individuals that have been contracted to perform services on behalf of MPI for the Driver Z program will be required to provide proof of vaccination or proof that they have obtained a negative test result in the 48 hours prior to the scheduled time of any planned interactions with either MPI employees or the public.

All individuals (students and instructors) participating in the Driver Z program have the right to request this proof prior to the appointment. Service will be denied to individuals if proof is not provided.

In addition to the above, all individuals participating in the Driver Z program must adhere to all safety/vaccination/testing policies in place at the locations where the services are provided.

### **CONSEQUENCES OF NON-COMPLIANCE:**

MPI will deny service or access to premises to individuals who do not provide proof of vaccination or negative test result against COVID-19 as outlined in this policy, unless accommodation is required as recognized by the Manitoba Human Rights Code.

### **CONFIDENTIALITY:**

Vaccination and testing related information will be disclosed to only those within the Corporation who require the information for the purposes of the policy and as otherwise required by law. All proof of vaccination, exemption applications, supporting documents, and proof of negative COVID-19 test results will be collected, used, and disclosed in accordance with Personal Health Information and Protection Act (PHIA).

### **DEFINITIONS:**

**Full Vaccination** means receipt of a full series of a vaccine or a combination of vaccines accepted by the Government of Canada and/or World Health Organization and the last dose of which has been received at least 14 days before the date of the self-declaration. If the public health authorities announce a different meaning of "Fully Vaccinated", that definition will take precedence.