

TELEFILM
C A N A D A

PARTENAIRE
DE ▶
CHOIX

**POLICY ON COVID-19
VACCINATION FOR
TELEFILM CANADA
SERVICE PROVIDERS**

Published on November 15, 2021

TELEFILM.CA    

1 Effective date of Policy

- 1.1 This *Policy on COVID-19 Vaccination for Telefilm Canada Service Providers* (the “**Policy**”) is effective as of November 15, 2021.

2 Definitions

- 2.1 The following definitions apply to this Policy:

“**Fully vaccinated**”: A person is considered fully vaccinated for COVID-19 fourteen (14) days after this person has either:

- Received both doses of a Health Canada authorized vaccine that requires two (2) doses to complete the vaccination series: the Pfizer-BioNTech Comirnaty COVID-19 vaccine, Moderna Spikevax COVID-19 vaccine, or AstraZeneca Vaxzevria COVID-19 vaccine.
- Received a mixed dose vaccination series, which is accepted as long as it aligns with National Advisory Committee on Immunization (“**NACI**”) recommendations on the use of COVID-19 vaccines.
- Received one (1) dose of a Health Canada authorized vaccine that only requires one (1) dose to complete the vaccination series: Janssen (Johnson & Johnson) COVID-19 vaccine.
- For current residents of Quebec only, after they have had a laboratory-confirmed COVID-19 infection, followed by at least one (1) dose of a Health Canada authorized COVID-19 vaccine.

This definition may be adjusted if and as required when NACI makes any future recommendations, particularly regarding an additional vaccination dose.

“**Telefilm’s workplaces**”: All premises where Telefilm Canada (“**Telefilm**”) employees are located and for which Telefilm holds a commercial lease, namely the premises located at the following addresses:

- 360 St. Jacques Street, Suite 500, Montreal, Quebec, H2Y 1P5;
- 474 Bathurst Street, Suite 100, Toronto, Ontario, M5T 2S6;
- 210 West Georgia Street, Vancouver, British Columbia, V6B 0L9; and
- 1660 Hollis Street, Suite 401, Halifax, Nova Scotia, B3J 1V7.

3 Scope

- 3.1 This Policy applies to all Telefilm service providers who have access to Telefilm’s workplaces.
- 3.2 The Policy does not apply to:
- contracts for the supply of goods only; and
 - contracts for which services are performed exclusively in locations other than Telefilm’s workplaces.

4 Objectives and expected results

- 4.1 The objective of this Policy is to take all reasonable precautions, under the circumstances, to protect the health and safety of Telefilm’s employees, service providers and clients. Vaccination is a key element in the protection against COVID-19.

- 4.2 The expected outcomes of this Policy include:
- 4.2.1 All employees of Telefilm's service providers who have access to Telefilm's workplaces must be fully vaccinated, unless accommodation measures must be taken due to a certified medical contraindication, religion or another prohibited ground of discrimination under applicable human rights legislation.
 - 4.2.2 All personal information will be created, collected, retained, used, disclosed and disposed of only in accordance with the provisions of the *Privacy Act* and other applicable legislation.

5 **Obligation of vaccination**

- 5.1 Telefilm expects that all employees of service providers with whom Telefilm does business, and who have access to Telefilm's workplaces, will be fully vaccinated by **November 19, 2021**, subject to section 7 of this Policy.
- 5.2 Telefilm also expects that all employees of service providers who have access to Telefilm's workplaces will be informed of the requirements of this Policy.

6 **Vaccination status attestation form**

- 6.1 Service providers with employees who have access to Telefilm workplaces will be required to submit to Telefilm a form attesting that their employees with access to Telefilm workplaces are fully vaccinated.
- 6.2 The electronic attestation form must be completed by service providers through the Microsoft Forms platform.
- 6.3 Service providers who have entered into a services agreement with Telefilm before November 19, 2021, and who have employees who have access to Telefilm's workplaces, will be required to complete the attestation form by November 19, 2021. All service providers who enter into a service contract with Telefilm after November 19, 2021, and who have employees who will have access to Telefilm's workplaces, will be required to complete the attestation form prior to the execution date of the services agreement.

7 **Special circumstances and exemptions**

- 7.1 Employees of a service provider may not be fully vaccinated because of a certified medical contraindication, religion or other prohibited ground of discrimination under applicable human rights legislation.
- 7.2 In such cases, the service provider shall inform Telefilm as soon as possible of the number of employees affected, and of the accommodation measures the service provider proposes to take in the circumstances.
- 7.3 Telefilm may, at its sole discretion, determine whether the accommodation measures proposed by the service provider is appropriate in the circumstances.
- 7.4 To the extent possible, and unless necessary in the circumstances, the service provider should avoid communicating sensitive personal information about its employees to Telefilm, including, but not limited to, personal information related to medical contraindications or religious reasons.

8 Breach of Policy

- 8.1 In the event of non-compliance with this Policy, Telefilm may take all necessary measures in the circumstances to address this breach, including, but not limited to, exercising all remedies available under applicable law and exercising all rights under the services agreement with the service provider, if any, up to and including termination of such services agreement, all in accordance with the terms and conditions of the agreement.
- 8.2 Telefilm will take all other measures deemed appropriate to ensure compliance with the requirements of this Policy, or its related instruments and mandatory procedures.

9 Implementation

9.1 Implementation

- 9.1.1 The Material Resources Department is responsible for the application and interpretation of this Policy.
- 9.1.2 All Telefilm departments signing services agreements with service providers from time to time shall also be responsible for applying this Policy.

9.2 Protection of personal information

- 9.2.1 Telefilm shall ensure that personal information is collected and processed in accordance with the *Privacy Act*, its related instruments and other applicable laws.

10 Inquiries

- 10.1 Service providers can direct their inquiries to the Material Resources Department at ressoum@telefilm.ca.

11 Review

- 11.1 This Policy will evolve according to the guidelines and sanitary measures imposed by public health authorities, as well as according to the instructions of the Government of Canada. Telefilm undertakes to regularly review this Policy and to inform service providers of any changes as soon as possible. Telefilm reserves the right to modify, replace or repeal this Policy at any time and at its sole discretion.

12 Interpretation

- 12.1 This Policy shall be interpreted in accordance with the *Privacy Act* and any other applicable laws or regulations.