

# CITY OF SASKATOON CONTRACTOR COVID-19 EMERGENCY REGULATIONS REQUIREMENTS

## Contractor Memorandum

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Further to the Government of Saskatchewan's recent proclamation of *The Employers' COVID-19 Emergency Regulations* ("Regulations"), the City of Saskatoon ("City") has increased its workplace protocols to protect its employees, their families, and its customers from the spread of COVID-19. The City's *Employee Mandatory Rapid Point-of-Care COVID-19 Testing Program* has been implemented across the organization, effective October 18, 2021. Effective November 15, 2021, the City will implement a revised *Employee Mandatory COVID-19 Proof of Vaccination or Proof of Negative Test Program* for all employees that more closely aligns with the Regulations.

The health and safety of the City's employees and customers is a priority. The City is committed to taking every reasonable precaution in the circumstances to reduce the risk of hazard of COVID-19 in the workplace and to ensuring compliance with the Regulations.

### CONTRACTOR REQUIREMENTS

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All contractors providing services to the City must, as a condition of continuing to provide such services, ensure that all of their onsite workers and subcontractors providing services to the City are fully vaccinated with a COVID-19 vaccine series effective November 15, 2021 or, if they are not fully vaccinated, that they provide a Government of Saskatchewan-approved negative COVID-19 test result from within 7 days prior to reporting for work at any City site or property where the services are being performed for or on behalf of the City.

Contractors will be required to submit the City of Saskatoon Contractor COVID-19 Emergency Regulations Requirements Contractor Certification Form ("Form") to the City certifying that the requirements outlined in this memorandum will be complied with. Such certification shall be provided by no later than 2 p.m. on November 12, 2021. The completed Form will be binding until the contractor is notified by the City in writing that compliance is no longer required.

Official documentation for proof of vaccination or negative COVID-19 test results **are not to be submitted to the City unless otherwise directed.**

### COMPLIANCE INFORMATION

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The Form must be signed by a company official to ensure that the company and each of its onsite workers and subcontractors are aware of and will comply with the requirements set by the City.

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This is intended to be a one-time request from the City, but the City reserves the right to implement regular reporting requirements (i.e., weekly or monthly).

Failure to sign and acknowledge the Form may result in the removal of the contractor and each of its onsite workers and subcontractors from the site and may result in contract termination. Once the Form has been signed and submitted by the contractor, and provided the contract wasn't terminated, the contractor, its onsite workers and subcontractors may return to the site.

Contractors will be required to submit a copy of the Form to [contractorC19Cert@saskatoon.ca](mailto:contractorC19Cert@saskatoon.ca) by November 12, 2021 at 2 p.m.

It is the responsibility of the contractor to determine internal policies and procedures to become and remain in compliance with the Form and the requirements outlined in this memorandum. Review of *The Employers' COVID-19 Emergency Regulations* should inform the contractor's internal policies and procedures.

The collection, verification and storage of proof of vaccination or negative test result documents are the responsibility of the contractor. The City may audit the contractor, where reasonable, to establish continued compliance with the Form and the requirements outlined in this memorandum.

The Company will not permit any of its onsite workers or subcontractors who are not compliant with the Form and the requirements outlined in this memorandum access to any site or property where services are being performed for or on behalf of the City.

### QUESTIONS

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Questions on this memorandum or the Form can be directed to [contractorC19Cert@saskatoon.ca](mailto:contractorC19Cert@saskatoon.ca) with the subject line "Question Re: Contractor Certification".

### MEMORANDUM ATTACHMENTS

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City of Saskatoon Contractor COVID-19 Emergency Regulations Requirements –  
Contractor Certification Form