

COVID-19 Vaccination Policy for Meetings and Events

Document 221139

Purpose

This policy is to outline the Canadian Institute of Actuaries (CIA) expectations with regards to COVID-19 immunization of volunteers, attendees, and employees at all in-person *meetings and events.

The health and safety of employees, volunteers, and those we encounter, is of the utmost importance. As a science-based organization, the CIA is committed to supporting all measures proven to mitigate the risk of the virus, which include vaccination.

Contingent upon Health Canada approved vaccine availability, it is the expectation that all attendees of CIA in-person meetings and events are fully vaccinated against COVID-19.

Requirements

All CIA in-person meetings and events must be organized through the CIA Head Office and have a CIA employee present.

All individuals attending CIA in-person meetings or events or attending a meeting or event sponsored by another organization where the CIA requires their presence should be fully vaccinated against COVID-19.

In addition, all individuals attending a CIA in-person meeting or event or attending a meeting sponsored by another organization where the CIA requires their presence will be asked to provide proof of having obtained full vaccination against COVID-19 as defined and approved by Health Canada.

Furthermore, any unvaccinated individuals or individuals who are not comfortable in participating in large scale in-person meetings/events or anyone that chooses to do so for reasons of convenience will be able to participate in CIA meetings and events virtually.

Please also note that it is mandatory that all CIA employees be fully vaccinated to fulfil their duties requiring in-person interactions.

Privacy

Should the CIA collect vaccination status information for an in-person meeting or event and/or at the request of a collaborator/host/venue, such information will only be collected, used, and disclosed as required under applicable privacy legislation and/or as reasonably necessary for the purposes of:

- i. taking all reasonable precautions during the pandemic to ensure the health and safety of the attendees through appropriate health and safety planning based on vaccination status;

- ii. limited disclosure to a CIA collaborator/host/venue as required by the terms of the service relationship where appropriate, or when determined to be necessary by CIA; and
- iii. administering this policy.

The CIA also reserves the right to disclose limited vaccination status information, such as the fact that an individual is vaccinated and the date of vaccination, to the collaborator/host/venue for the purposes of facilitating an engagement, contractual obligations, and verification.

Implications

All CIA in-person meeting attendees must continue to use personal protective equipment and abide by the COVID-19 pandemic policies and procedures of the CIA and those of the meeting venue. This includes complying with infection prevention practices, such as handwashing and sanitizing, wearing a mask, social distancing, and informing CIA staff/meeting host if an onset of any symptoms related to COVID-19 occurs during or immediately after the in-person meeting.

Changes

This policy may change as the status of the pandemic changes and/or legislation or public health advice changes.

Effect

This policy is in effect immediately and will remain in effect until the Board of the CIA deems it no longer necessary.

*Meetings and events refer to all CIA Board, council, committee, working groups or other volunteer meetings, as well as continuing education events and the events of other organizations where a CIA representative's presence is required.