



Halton Region Public Health  
Halton Region  
1151 Bronte Road  
Oakville, ON L6M 3L1

April 9, 2021

**RE: COVID-19 Vaccination for Essential Workers who cannot work from home**

Dear Employer

Halton Region is happy to share that eligible [essential frontline workers who cannot work from home](#) will be able to book appointments to receive the COVID-19 vaccine as of Friday, April 16. These workers are part of the first group of essential frontline workers in [Phase 2 of the Ontario COVID-19 vaccination plan](#).

Halton Region needs your help to share this information with your workers and to provide them with a COVID-19 Vaccine Proof of Employment Attestation Form.

**What employers need to know:**

- Any workers aged 55 years of age and older can book their vaccination appointments now at [participating pharmacies](#). Vaccinations at a participating pharmacy are by appointment only (no walk-ins). A letter of eligibility is NOT required.
- Eligible essential workers aged 18 years and older, currently working in-person (Group 1 as identified by Province), will be able to book their vaccination appointments through [Halton Region’s online system](#) starting Friday April 16<sup>th</sup>. Vaccinations at Halton’s clinics are by appointment only (no walk-ins).
- Vaccination appointments are based on supply of COVID-19 vaccine. Additional appointments will become available as vaccine supply is confirmed.
- To receive vaccine at a Halton Region COVID-19 community vaccination clinic, workers must live or work in Halton.

**Eligible workers in Group 1 include:**

Sector	Jobs Included:
Elementary/ secondary school workers	Educators, custodial, school bus drivers, administrative staff (Note: only includes school workers who are currently working in-person and cannot perform duties remotely).
Workers responding to critical events	Police, fire, special constables, children’s aid society workers, emergency management, critical infrastructure restoration workers. (Note: only includes workers who are currently working in-person and cannot perform duties remotely).

**Regional Municipality of Halton**

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Sector	Jobs Included:
Enforcement, inspection and compliance roles	By-law enforcement, building inspectors, food inspectors, animal welfare inspectors, border inspection officers, labour inspectors / WSIB field workers
Individuals working in childcare	<p>All licensees, employees and students on an educational placement who interact directly with children in licensed childcare centres and in authorized recreation and skill building programs.</p> <p>Licensed home child care and in-home service providers, employees of home child care agencies and students on an educational placement</p>
Foster care agency workers	All workers who cannot work from home Includes customary care providers
Food manufacturing and distribution workers	All workers who cannot work from home
Agriculture and farm workers	All workers who cannot work from home
Funeral, crematorium and cemetery workers	All workers who cannot work from home

**What employers need to do:**

- Identify eligible workers at your workplace
- Tell eligible workers they are able to book an appointment to receive the COVID-19 vaccine
- Tell eligible workers how they can book their COVID-19 vaccine appointments
- Prepare and provide a signed COVID-19 Vaccine Proof of Employment Attestation Form (see attachment) for eligible workers to bring to their appointment as proof of their eligibility. The form should include:
  - Worker name
  - Worker title
  - Date
  - Employer name
  - Employer title
  - Employer signature as attestation the worker is an essential frontline worker who cannot work from home

**Information to share with eligible workers:**

- Eligible workers aged 55 years of age and older can book their vaccination appointments now at [participating pharmacies](#)
- Eligible workers aged 18 years and older will be able to book their vaccination appointments through [Halton Region's online system](#) starting Friday April 16<sup>th</sup>

- Workers must bring a valid Ontario health (OHIP) card, or other form of valid government-issued identification to their vaccine appointment
- Workers must bring the signed COVID-19 Vaccine Proof of Employment Attestation Form provided by their employer to their appointment

**Information and Resources about COVID-19 Vaccines**

- Please visit [halton.ca/COVIDvaccines](https://halton.ca/COVIDvaccines)
- Fact Sheet: [What you need to know about COVID-19 Vaccines](#) (available in 5 languages)

Thank you for supporting COVID-19 Vaccination in Halton. The goal of the Halton COVID-19 immunization program is to protect residents and workers from COVID-19. Vaccines help reduce the number of new cases, and, most importantly, severe outcomes including hospitalizations and death due to COVID-19.

Sincerely,

Halton Region Public Health