

## COVID VACCINATIONS



Please take the time to explore vaccination options – there are many. Location options differ based on eligibility and currently include: some doctor's offices; MLHU Vaccination Clinics; Elgin Centre Mall; pharmacies at Walmart, Costco, Coulters, Home Health care, Bellwood, Real Canadian Superstore, Medpoint, DRUGStore, Loblaw, Dini I.D.A, TMC, Komoka, Belmont, Delaware, Ilderton, Yurek, Rexall, First Ave, Hills and Shoppers Drug Mart.

- Based on our unprecedented customer demand and current backlog of orders it would be ideal if appointments for vaccinations can be arranged to take place outside of work hours.
- If the only appointment options presented to you are during your work hours please do the following:
  - First, see if you can swap your shift.
  - Try to book the appointment at the start or end of your shift so a colleague can cover your time away with minimal disruption.
  - Book the appointment and advise your Supervisor / Group Leader of the date and time. When the appointment takes place, please get your shot with as little time away as possible. Swipe in and out as usual. Keep some sort of documentation of the appointment time ( on your phone, or the paper receipt). To assist, GLC will pay for up to 1 hour to attend a vaccine appointment. That time (up to 1 hour) will be considered as hours worked. Upon your return, we ask that you show your Supervisor / Group Leader documentation that verifies you were attending a COVID vaccination appointment. For time off that exceeds 1 hour, please complete the Time Clock Exception Record Form and note the amount of time off in the bottom left, in excess of 1 hour. (e.g., if off for 2 hours, write, “1 hour – COVID vaccine”), or ask to make up the time that day.

Thanks again for remaining diligent regarding our COVID safeguards. Together, we'll work safely and take steps needed toward ending this pandemic.