

## **COVID-19 Vaccination Self-Declaration, Verification and Testing Process**

Parkland College (“The College”) is implementing a COVID-19 Proof of Vaccination (POV) or Negative Test requirement effective October 27, 2021 as outlined in the new OPR D-42 COVID-19 Proof of Vaccination or Negative Testing Policy.

Personal health information collected through the COVID-19 Vaccination Self-Declaration process will only be used for reporting purposes by employees who are responsible for collecting and using this information. The confidentiality and privacy of personal health information will be respected and protected at all times and in accordance with The Health Information Protection Act. COVID-19 vaccine verification documentation will not be saved or stored.

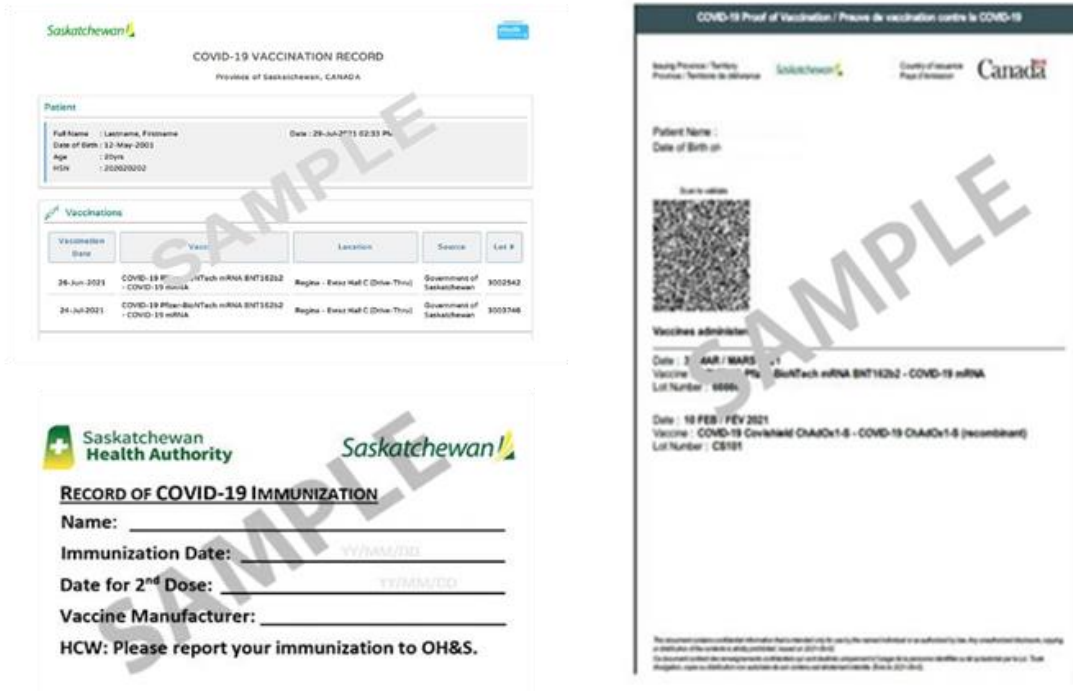
### ***Steps to self-declare COVID-19 vaccination status:***

1. Individuals must self-declare their COVID-19 vaccination status beginning October 27, 2021. Self-Declaration forms must be completed and returned by November 3, 2021.
2. The self-declaration step will be in place on an ongoing basis for new students and employees.
3. Individuals are considered fully vaccinated if they have received the required recommended number of doses of a COVID-19 vaccine, or combination of COVID-19 vaccines, approved by Health Canada; and 14 or more days have passed since the last of the recommended number of required doses. Ensure that you are familiar with the terms and conditions of OPR D-42 Proof of Vaccination or Negative Testing Policy.
4. Access the COVID-19 Vaccination Self-Declaration form provided to you by HR, Safety, your supervisor, or your Program Chair / Manager.
5. Review the wording on the self-declaration and select the appropriate option.
6. Submit your online declaration. If you declare that you are fully vaccinated, you will be contacted to provide verification of your proof of vaccination. (will go to right person)
7. If you have not self-declared “*Yes, I have been fully vaccinated for COVID-19*”, you must complete weekly testing. Follow the instructions for testing below.
8. If you need to change your declaration after it has been submitted, please contact HR, Safety or your Program Chair or Manager.

### ***Steps to verify COVID-19 vaccination status:***

1. Following self-declaration, a master list will be created for use exclusively by designated staff to follow up with those in non-compliance of self-declaration (did not complete the declaration form) and / or to identify those who require verification of vaccine status.
2. Designated staff will request / arrange visual verification of proof of vaccination. Visual verification can be done in-person, on Teams or WebEx, visually or by screen share. Documentation received by email, text or hardcopy will be immediately deleted/destroyed following verification. Acceptable proof of a vaccination includes (a) Record from MySaskHealthRecord, (b) wallet vaccination card (received at time of immunization) or

(c) QR code (printed or on mobile using the Vax Verifier App).



**Saskatchewan COVID-19 VACCINATION RECORD**  
Province of Saskatchewan, CANADA

**Patient**  
Full Name: Lastname, Firstname Date: 29-JUL-2011 02:33 PM  
Date of Birth: 12-May-2003  
Age: 20Yrs  
MIDN: 202003002

**Vaccinations**

Vaccination Name	Year	Location	Source	Lot #
COVID-19 Pfizer-BioNTech mRNA BNT162B2 - COVID-19 mRNA	2021	Regina - Expo Hall C (Dine-Thru)	Government of Saskatchewan	3002942
COVID-19 Pfizer-BioNTech mRNA BNT162B2 - COVID-19 mRNA	2021	Regina - Expo Hall C (Dine-Thru)	Government of Saskatchewan	3002948

**Saskatchewan Health Authority** **Saskatchewan**

**RECORD OF COVID-19 IMMUNIZATION**  
Name: \_\_\_\_\_  
Immunization Date: \_\_\_\_\_  
Date for 2<sup>nd</sup> Dose: \_\_\_\_\_  
Vaccine Manufacturer: \_\_\_\_\_  
HCW: Please report your immunization to OH&S.

**COVID-19 Proof of Vaccination / Preuve de vaccination contre la COVID-19**  
Saskatchewan Canada

Patient Name: \_\_\_\_\_  
Date of Birth on: \_\_\_\_\_

Scan to verify

**Vaccines administered**  
Date: 12 MAY / MAI 2021  
Vaccine: Pfizer-BioNTech mRNA BNT162B2 - COVID-19 mRNA  
Lot Number: 6666

Date: 18 FEB / FEV 2021  
Vaccine: COVID-19 Covishield CHADx1-S - COVID-19 CHADx1-S (recombinant)  
Lot Number: CB191

3. Verification will include (a) verification that proof of vaccination meets the requirements above and that the definition of fully- vaccinated status has been met (see self-declaration above).
4. The record of this step will include the name of the individual (collected from the self-declaration step), date of verification and name and/or initials of the verifier. No health records or other documentation will be kept on file.
5. The verification step will be in place on an ongoing basis for newly vaccinated individuals and / or individuals new to the college(s).
6. If / when required booster doses are implemented, the College will follow Saskatchewan Health Authority and Health Canada guidance. The college will follow this same verification process for future doses, if needed.

**Steps to obtaining a COVID-19 test:**

1. Individuals who are not fully vaccinated or choose not to disclose their COVID-19 vaccination status will be required to undergo COVID-19 testing every seven (7) days beginning December 10, 2021.
2. Employees who require testing must arrange for the test during non-work hours. Students will be able to access limited on-campus testing. On campus testing will be scheduled according to academic timetables and support staff availability. Testing will not be offered “on demand” and it is the responsibility of the learner to ensure availability for the testing offered on a weekly basis.
3. For employees, any costs associated with arranging for and taking a COVID-19 test are to be paid by the employee. The list of labs offering testing is available on [Saskatchewan.ca](https://www.saskatchewan.ca).

- Testing service providers require a piece of provincial identification and a provincial health card to provide services. Differences exist between testing sites so be sure to confirm by calling or visiting the service provider's website. Testing service providers may also have instructions regarding where to wait when you arrive for your appointment. Testing service providers will provide test results within their set amount of time. Some providers offer the choice of receiving an electronic or paper copy of the test results. Some providers offer the option of having the results sent directly to your manager/supervisor's email address. Do NOT provide your manager/supervisor's email address. Below is a sample of a lab test document.



**SARS-CoV-2 (COVID-19) RAPID ANTIGEN TEST**

REPORT ID# NOBEL  
 REPORT FOR: WORK PRE-SCREENING  
 NAME:  
 ADDRESS:  
 CITY, PROVINCE:  
 POSTAL CODE:  
 BIRTHDATE:  
 HEALTHCARD #:

Specimen Result

Test	Result	Collected( date/time)	Source	Reported(date/time)
COVID-19 RAPID ANTIGEN(SARS-COV-2 ANTIGEN)	NEGATIVE		Nares	CST

Test Information: This Rapid Test performs a rapid lateral flow chromatography digital immunoassay test, to detect nucleoproteins from the SARS-CoV-2 virus-(COVID-19 virus). Presumptive Positive test will be verified by Roy Romanow Provincial Laboratory, Regina SK Canada.

**SAMPLE**

Disclaimer: A negative result does not preclude the possibility of SARS-CoV-2 infection since the adequacy of sample collection and/or low viral burden may result in the presence of viral nucleoproteins below the analytical sensitivity of the test method.

Test Performed By:

NOBEL HSSE Management Ltd.  
 319 MAIN ST.  
 Oxbow, SK. S0C 2B0  
 Canada



Shirley Galloway, R.N Chief Nursing Officer

Licensed by:  
 Saskatchewan Ministry of Health

- A test is valid for seven days from the date of testing.
- Individuals are not required to provide a negative COVID-19 test result if they are on an approved leave. Testing requirements will resume upon return.
- Individuals who cannot be vaccinated due to a medical exemption must go through the medical accommodation process with HR or Learner Services, however, the accommodation will include participation in COVID-19 testing.
- The College expects sufficient supply of rapid tests by the end of October. Additional training for staff, learners or contractors in the technical aspects of test use may be required.
- Testing times, dates and training requirements are subject to change based on supply and staff availability.
- Individuals who answered 'Yes' in their Vaccine Status on the self-declaration do not require testing.

11. Individuals who have received their first dose but won't be fully vaccinated by the effective date as outlined in the policy will require short term testing.
12. Public Health advises that anyone who receives a presumptive positive test result or is experiencing even mild symptoms of COVID-19 should call the HealthLine 811. Do not return to campus until Public Health advises you may do so.
13. The college will not provide testing for individuals who are experiencing any COVID-19 symptoms. Stay home and call 811 for directions.

***Steps to verify COVID-19 testing results:***

1. At home, self-testing will not be accepted as proof of a negative test.
2. Employees must produce proof of a negative test, either an image, electronic or printed copy will be accepted. A visual verification can also be done through video conference (Teams or WebEx) visually or using screen share.
3. Learners will complete testing in the presence of a designated staff member and at a scheduled time.
4. Designated staff will use the COVID-19 Testing Verification spreadsheet to record the verification of negative results.
5. All testing information will be kept confidential and will only be accessed by designated authorized employees.
6. Test documents and / or completed test kits will not be saved or stored. Tests will be destroyed in compliance with hazardous waste disposal requirements.

***Non-compliance:***

1. While individual health information will not be kept on file, documentation regarding non-compliance may be kept in a separate, confidential file, in the unlikely event an individual chooses to ignore the requirements of self-declaration, verification and / or testing process. (\*\*separate from file (staff / student))
2. Individuals who do not comply with OPR D-42 will be unable to enter a college facility until satisfactorily meeting the requirements of the policy. HR / Safety will liaise with the individual and appropriate department supervisor to determine next steps.
3. Remote working or learning will not be approved as a means of circumventing the requirements of OPR D-42.

***Non-compliance Communication Examples:***

Good morning,

According to Policy OPR D 42, all employees, learners and contractors must make a declaration of vaccination status by November 3, 2021. According to our records you have not made a declaration of your vaccination status.

Please make your declaration immediately using the form provided to you. If you do not self-declare by November 3, 2021, you will be enrolled in the testing program.