

The Coalition	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
COVID-19 PROOF OF VACCINATION OR NEGATIVE TESTING	POLICY #: OPR D-42	APPROVED: OCTOBER 20, 2021 REVIEWED:

POLICY

Parkland College (The College) is committed to providing a safe working environment for our employees, students, community members and the general public. Vaccination is a key element in the protection against COVID-19. To this end, The Coalition requires all employees and learners to be fully vaccinated against COVID-19 or to provide proof of negative test results on a consistent basis.

PURPOSE

The purpose of this policy is to outline the expectations and requirements of Coalition employees and students with respect to COVID-19 and vaccination. Federal and provincial health authorities have indicated that the COVID-19 vaccines approved for use in Canada are a safe and effective way to reduce the chances of acquiring and transmitting COVID-19 in the workplace and the community.

As a result of the COVID-19 pandemic, individuals who are not vaccinated pose a greater risk to their personal health and safety, as well as the safety of those around them at Coalition locations. Accordingly, the purpose of this policy is to outline requirements regarding the COVID-19 vaccination, such that the risk of transmission at Parkland College locations is reduced.

Employees and students who are not vaccinated or choose not to disclose their vaccination status to the College will be required to provide regular negative COVID-19 test results.

This Policy will be reviewed and updated in the event that provincial legislation and public health orders regarding vaccination are amended.

PRINCIPLES

1. Parkland College is required by *Occupational Health and Safety Regulations, 2020* to ensure the health, safety and welfare at work of all employees.
2. COVID-19 is a highly contagious and communicable disease. The College has a duty to minimize the spread of COVID-19 wherever possible.
3. COVID-19 vaccination and testing requirements ensure the workplace continues to deliver top notch learning opportunities in a safe manner.
4. The establishment and implementation of COVID-19 protocols will be based on guidance from Government of Saskatchewan and Public Health.

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5. The confidentiality and privacy of an individual's information will be respected and protected at all times.
6. All individuals have a duty to follow all applicable COVID-19 protocols, and testing requirements. While vaccinations may reduce the risk to the workplace, they are not a substitute for continued safe practices and other measures to reduce the spread of COVID-19.
7. The College will maintain and revise this policy as required in response to public health guidance and the evolving conditions of the COVID-19 pandemic. The College expressly reserves the right to change, modify or delete portions of this Policy without advance notice.

SCOPE

This Policy applies to all employees, students, board members, and visitors, including consultants, contractors, and agents that are required to attend College locations.

DEFINITIONS

1. **Fully Vaccinated:** an individual who has 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 individual received the last of the recommended number of doses.
2. **Valid Negative COVID-19 Test:** a COVID-19 test taken within seven (7) days from the date of testing.
3. **SARS-CoV-2:** severe acute respiratory syndrome coronavirus 2, the virus that caused COVID-19.
4. **College Locations:** any premises where Parkland College training and services are being carried out.

PROCEDURES

1. On and after December 10, 2021, all individuals covered within the scope of this policy shall:
 - a. be fully-vaccinated within the meaning of the policy and provide evidence of vaccination if requested; or,
 - b. provide evidence of a valid negative COVID-19 test result once every seven (7) days.

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Employees:

- i. are required to take the test during non-work hours; and,
- ii. pay any costs associated with taking a COVID-19 test.

Students:

- i. are eligible to access limited supply of on-campus COVID-19 tests, supplied by the College; or
- ii. may provide valid test results from an approved testing site.

2. Individuals who receive a 2-dose vaccine are required to receive the first dose by no later than October 29, 2021 and the second dose by no later than November 26, 2021.
 - a. Where an individual becomes eligible for a required further dose of a particular COVID-19 vaccination or any future COVID-19 booster, the individual has a 10-day grace period (or such longer period as may be determined reasonable by the College) to make arrangements to obtain the dose/booster.
3. Employees will be compensated for time taken to receive COVID-19 vaccinations in accordance with *The Saskatchewan Employment Act, The Occupational Health and Safety Regulations, 2020*, and associated regulations, as may be amended from time to time. Employees are required to work with their managers or supervisors to schedule appropriate times for a vaccination appointment to comply with this policy.
4. Employees and Students are required to complete a COVID-19 Vaccination Self-Declaration form by November 3, 2021. This information will be kept as confidential.
5. Individuals will be required to adhere to the COVID-19 Vaccination Self-Declaration and Testing protocols as outlined by the College.
6. Individuals subject to this Policy who are not vaccinated or choose not to disclose their vaccination status will be required to provide weekly negative COVID-19 test results in order to attend College locations, including attending class.
7. Employees on an approved leave are not required to submit negative test results throughout the duration of their leave. Testing requirements will resume upon return from the leave of absence.

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- 8. Individuals working or learning off campus are required to complete the COVID-19 Self Declaration form. Proof of vaccination or negative test results as outlined in this policy are required if / when accessing campus.
- 9. Individuals who attend College locations in violation of this policy will be subject to corrective measures.
 - a. For employees of the College, such corrective measures include disciplinary action up to and including termination of employment.
 - b. For Students of the College, such corrective measures include suspension and expulsion.
 - c. For individuals that are not employees or students of the College, such corrective measures may include a permanent ban from College locations.

PRIVACY AND CONFIDENTIALITY

All information relating to an individual’s receipt of a COVID-19 vaccine or other personal information collected pursuant to this policy will be collected, used, and disclosed only in accordance with applicable privacy laws (i.e., the least information necessary for administering this policy will be collected and it will be maintained by the respective College in a secure and confidential manner and securely destroyed). Please refer to COVID-19 Vaccination Self-Declaration Form as well as the Privacy policy (referenced below) for more details.

Legislative and Collective Agreement References:

- The Saskatchewan Employment Act*
- Occupational Health and Safety Regulations, 2020*
- The Employers’ COVID-19 Emergency Regulations*
- Saskatchewan Human Rights Code*
- Freedom of Information and Protection Act*
- Health Information Protection Act*

Links to Other Related Policies, Documents, and Websites:

- COVID-19 Vaccination Self-Declaration and Testing Protocols
- COVID-19 Vaccination Self-Declaration Form
- OPR D-39 Access to Information and Privacy
- OPR D-24 Occupational Health & Safety