

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 2001
Age : 20yrs
NDR : 202003012

Vaccinations

Vaccination Date	Vaccine	Location	Source	Lot #
26-Jun-2021	COVID-19 Pfizer-BioNTech mRNA BNT162b2 - COVID-19 mRNA	Regina - Expo Hall C (Dine-Thru)	Government of Saskatchewan	3002842
24-Jul-2021	COVID-19 Pfizer-BioNTech mRNA BNT162b2 - COVID-19 mRNA	Regina - Expo Hall C (Dine-Thru)	Government of Saskatchewan	3003746



Saskatchewan Health Authority Saskatchewan

RECORD OF COVID-19 IMMUNIZATION

Name: _____

Immunization Date: _____ YY/MM/DD

Date for 2nd Dose: _____ YY/MM/DD

Vaccine Manufacturer: _____

HCW: Please report your immunization to OH&S.



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

Being Proven / Terrier Proven / Territoire de référence Saskatchewan Country of Origin / Pays d'origine Canada

Patient Name : _____
Date of Birth on : _____

Scan to verify

Vaccines administered

Date : 26 JUN / JUIN 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 while supplies last and / or access testing from an approved test provider paid for by the College until January 31, 2022. As applicable, on campus testing will be scheduled according to academic timetables and support staff availability. When available, on-campus 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, effective December 10, 2021. For students, any costs associated with arranging for and taking a COVID-19 test are to be paid by the student, effective February 1, 2022. The list of labs offering testing is available on Saskatchewan.ca.
4. 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 is performed using rapid lateral flow chromatography (digital immunoassay) 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

5. A test is valid for seven days from the date of testing.
6. 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.
7. 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.
8. Individuals who answered 'Yes' in their Vaccine Status on the self-declaration, and who have provided Proof of Vaccination, do not require testing.

9. 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.
10. 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.
11. 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. Individuals must produce proof of a negative test - an image, electronic or printed copy (to HR for staff and to designated Learner Services or Safety staff for learners). A visual verification can also be done through video conference (Teams or WebEx) visually or using screen share.
3. All testing information will be kept confidential and will only be accessed by designated authorized employees.
4. Test documents will not be saved or stored. Tests will be destroyed in compliance with 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.