COLLEGE POLICY

Policy No. & Title:	**P-220 COVID-19 Vaccination, Staff (NS)**
Policy Sponsor:	Director, Human Resources
Reference Cmtee:	Policy & Procedure Committee
Effective:	2022-02-18
Next Review:	2022-08-31
Supersedes:	P-220 COVID-19 Vaccination, Staff (NS) 2021-08-01

Purpose

Consistent with our duty to provide and maintain a workplace and education environment that is free of recognized hazards, the College supports action to safeguard the health and well-being of employees, students, contractors, clients, test centre candidates, vendors, visitors, and others who spend time in our facilities from infectious conditions that may be mitigated through an effective vaccination program in alignment with all provincial laws.

To encourage the on-going recruitment of qualified students to attend College programs, and to recruit and retain College employees, this policy serves to establish guidelines and principles regarding vaccination protocols and procedures for College members that are in accordance with the *COVID-19 Protocol for Proof of Full Vaccination for Events and Activities published on February 14, 2022 (*COVID-19-Protocol-for-proof-full-vaccination-events-activities-en.pdf (novascotia.ca)*.

Scope

This policy applies to all employees, students, contractors, clients, test centre candidates, vendors, visitors, and any other individual that accesses any College facility in Ontario.

Definitions

Health Canada approved COVID-19 vaccine: Moderna, Pfizer-BioNTech, AstraZeneca/COVISHIELD, Janssen (Johnson & Johnson).

World Health Organization approved COVID-19 vaccine: All Health Canada approved COVID-19 vaccines plus Sinopharm and Sinovac.

In Nova Scotia, you're considered fully vaccinated 14 days after you have any of the following COVID-19 vaccines:
- 2 doses of AstraZeneca or COVISHIELD
- 2 doses of Moderna
- 2 doses of Pfizer
- 2 doses of a combination of COVID-19 vaccines (AstraZeneca, COVISHIELD, Moderna and Pfizer)
- 1 dose of Janssen (Johnson & Johnson)

- 2 doses of a COVID-19 vaccine authorized by the World Health Organization but not approved by Health Canada (including Covaxin, Sinovac and Sinopharm)

POLICY

1) Prior to being allowed entry past reception, all employees, students, contractors, clients, test centre candidates, vendors and visitors will:
   a) provide proof of full vaccination of a [Health Canada](#) or [World Health Organization](#) approved COVID-19 vaccine, or
   b) provide proof of a negative COVID-19 test from within the previous 72 hours and complete the COVID-19 Education Program.

2) Proof of full vaccination or a negative COVID-19 test from within the last 72 hours will be provided to the front desk staff member prior to being able to move past reception in any facility. Failure to provide this proof will result in the individual being denied entry past the reception area of the facility or will require the administration of a Rapid Antigen Test by College staff, for which the individual may be required to reimburse the College. The Rapid Antigen Test would be required every 72 hours or until the individual is fully vaccinated.

3) Proof of full vaccination for employees will only be required to be provided one time, provided the College is able to retain a copy of the proof. Access to health records will be restricted to those needing this information to make decisions for access to the College facilities. Proof of full vaccination can be submitted in one of two ways:
   a) **Preferred method -** an employee will upload a copy of their proof of vaccination to their employeeconfidential-medical file in Workforce Now. Appendix A provides an overview of how to upload theproof of vaccination to Workforce Now.
   b) **Alternate method –** if an employee is not able to upload a copy of their proof of vaccination to theiremployee profile in Workforce Now, they will provide the proof of vaccination to the front desk staff member. The front desk staff member will make a copy of the proof of vaccination and submit it to the employee's manager to upload to Workforce Now.

4) If an individual does not want the College to retain a copy of the proof of full vaccination, the individual will be required to provide proof of full vaccination each day they come to the facility.

5) Proof of a negative COVID-19 test result from within the last 72 hours will be required to be shown by any individual that has not shown proof of full vaccination. Proof of a negative COVID-19 test result will need to be shown to the front desk staff member each day they come to the facility.

6) Employees that are required to access a College facility but are not willing to get vaccinated or provide proof of a negative COVID-19 test result, will be denied entry beyond reception. The possibility of alternative/remote work options will be reviewed and if possible granted; where remote work is not possible the employee's employment will be terminated.

7) Employees will be provided paid time off to get the COVID-19 vaccination.

8) Employees that are required to get a regular COVID-19 test will not be compensated for time away from work for this purpose**.**

Proof of COVID-19 Vaccination

9) For all individuals providing proof of full vaccination that need access to a College facility, proof of full vaccination must be provided prior to entering past reception.

10) Any individual that has only had one dose of the COVID-19 vaccination, will be required to provide proof of a negative COVID-19 test every 72 hours until they are able to provide proof of full vaccination.

Retention of Health Records

11) The College will retain proof of full COVID-19 vaccination, as provided, for all staff, in a secure health records file only accessible by individuals required to know this information for the individual to have access to the facility.

12) Proof of vaccination records maintained in accordance with the Personal Health Information Protection Act (PHIPA).

Available Supports for Vaccination

Nova Scotia resources –
Coronavirus (COVID-19) - Government of Nova Scotia, Canada
Coronavirus (COVID-19): symptoms, testing and how to self-isolate - Government of Nova Scotia, Canada
Coronavirus (COVID-19): vaccine - Government of Nova Scotia, Canada
Coronavirus (COVID-19): protect yourself and others - Government of Nova Scotia, Canada
Vaccination for adults - Canada.ca

Related Policies
C-405 Privacy
P-205 Confidentiality
P-101 Health & Safety

Supporting Documents/Forms
P-220p COVID-19 Vaccination – Procedure, Staff