

## Administrative Procedure 423

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### COVID-19 VACCINATION FOR EMPLOYEES

#### Background

Saskatchewan Rivers Public School Division (SRPSD) is committed to taking precautions necessary to protect the health and safety of students and employees and to provide and maintain a safe work and learning environment for all.

Vaccination has been shown to effectively mitigate COVID-19 virus transmission and protect vaccinated individuals from severe symptoms of COVID-19.

This administrative procedure is designed to:

- encourage COVID-19 vaccination rates among school division employees as one of the critical control measures to reduce the impact of COVID-19; and
- utilize testing of those who are unvaccinated to reduce the chances that school division employees are COVID-19 positive when they come to school division facilities.

Due to the evolving nature of COVID-19, and regular changes to direction or advice from the Ministry of Education and public health officials, this Procedure will be updated as required on a regular basis.

#### Definitions

1. *School Division Facility* – means any building or vehicle owned, leased or operated by the school division and specifically includes, but is not limited to, schools, offices, school buses, garages and workshops.
2. *Employees* - means all individuals employed by Saskatchewan Rivers Public School Division on a permanent, substitute, replacement, or temporary basis.
3. *Fully Vaccinated* - means an individual has received the second dose of a two-dose COVID-19 vaccine at least 14 days ago. Any combination of the Health Canada approved vaccines for the two doses is considered fully vaccinated.
4. *Proof of Vaccination* - means documentation verifying receipt of a vaccination series approved by Saskatchewan Health which may include one of the following:
  - card issued at time of vaccination by SaskHealth
  - a copy of their vaccination record which is obtained online through MySaskHealthRecord
  - proof of vaccinations through a system issued by the province of Saskatchewan (QR Code)
  - Signed letter from doctor or pharmacist.
5. *Rapid test* - means rapid point-of-care diagnostic tests performed at or near the place where a specimen is collected, which provide results within minutes rather than hours.
6. *Vaccine* - means a COVID-19 vaccine approved by Health Canada.

## Application and Scope

This procedure applies to all employees who will have access to a School Division facility. Individual contract service providers will be considered within AP 423. This consideration will be case by case depending on current contract, and regular and ongoing contact within 2 metres of students and staff as a result of the service provided.

## Proof of Vaccination Requirements

1. All employees must disclose their vaccination status by providing information required on the Vaccine Verification Form by October 15, 2021 at 4:30 pm. Proof of vaccination will be collected through the Vaccine Verification Form process. Employees that cannot provide proof through the Vaccine Verification Form process will provide proof of vaccination to a School Division designated official.
2. Employees who are unable or who are unwilling to disclose their vaccination status as required must undergo COVID19 self-testing as described in this procedure.
3. For employees to be exempt from providing a negative COVID-19 test result they must have their second vaccination by November 8, 2021.

## Testing and Self-Monitoring Requirements

### Testing Requirement

1. Testing requirements are for all employees not fully vaccinated or who have not disclosed their vaccination status.
2. Employees must undergo COVID-19 self-testing rapid tests at home and outside of working hours. Employees must sign off on the Declaration - COVID-19 Test form at least once every 7 days beginning November 15, 2021. The first declaration of a negative COVID-19 test will be completed by midnight November 21, 2021. This form will be completed each week on an ongoing basis. If an employee becomes fully vaccinated this process will discontinue 14 days after the second dose of the vaccine.
3. Entry into the School Division facility or participation in the School Division work-related activities will only be permitted for employees not fully vaccinated who test negative.
4. For employees who are less frequently present at a SRPSD facility, frequent testing may not be reasonable. These individuals must ensure when they do attend work that they have completed the Declaration-COVID-19 Test form at least 7 days prior to attending a SRPSD facility.
5. Employees will be required to keep proof of their negative COVID-19 Test result for a period of 1 month. This proof must include a form of date verification that accompanies the negative test result. An example of an acceptable form of proof will be a photo taken that shows the result and date the picture was taken.
6. SRPSD will adjust testing requirements as necessary and in accordance with public health guidance.

### Cost of Tests

1. Between November 15 and December 17, 2021 SRPSD will provide a minimum of 10 self-administered COVID-19 tests for each employee who is not fully vaccinated.
2. After December 17, 2021, tests will no longer be supplied by the employer and employees who are required to test must source and pay for the tests themselves.
  - 2.1 Any employee who is medically unable to be vaccinated is encouraged to discuss their situation with their supervisor or with HR to determine whether a medical accommodation is required.

### Positive Test

1. A positive result from a self-administered COVID-19 rapid test is considered a preliminary or presumptive positive and:
  - 1.1 Any employee who receives a preliminary positive result must:
    - inform their supervisor;
    - call 811 and seek confirmation through a lab-based PCR (polymerase chain reaction) test; and
    - self-isolate until the results of the lab-based test are confirmed.

### **Non-Employees**

Non-employees will be expected to follow protocols set out in the SRPSD COVID Response Plan. This will include processes such as masking requirements, sanitization practices, not entering SRPSD facilities while experiencing COVID symptoms and any other requirements set out in the most current plan.

### **Protection of Privacy**

1. Proof of vaccination or other personal information collected in accordance with this procedure will be kept confidential, stored in a secure location, with use and disclosure in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act*.
2. Information gathered for the purposes of this procedure will only be used to the extent necessary for the implementation of this procedure, for administering health and safety protocols, and infection and prevention control measures in the School Division's facilities.

### **Release Time for Obtaining Vaccinations**

1. School Division employees are encouraged to be vaccinated against COVID-19 and Saskatchewan Rivers Public School Division supports employees in obtaining their COVID-19 vaccination.
2. Section 6-22.1 of the 2020 *Occupational Health and Safety Regulations* provides for leave to employees for a maximum of 3 hours total for the purposes of obtaining vaccinations:
  - 2.1 Employees must apply to their immediate supervisor for the leave.
  - 2.2 The School Division will grant such leaves to an employee for both doses of the vaccine.
  - 2.3 Employees are expected to make medical appointments outside of work hours when possible.

## **Compliance With COVID Safety Requirements**

All individuals entering any School Division facility shall be required to comply with all COVID safety requirements set by the School Division or by the school, whether or not the individual is fully vaccinated.

### **Non-compliance**

1. It is a violation of this Procedure:
  - 1.1 To access a School Division facility and/or participate in work-related activities without fully complying with this Procedure;
  - 1.2 To fail to report vaccination status and/or any required COVID19 testing results;
  - 1.3 To provide any false, misleading, or otherwise dishonest information or documents to the Board in relation to this Procedure; or
  - 1.4 To otherwise fail to comply with any COVID-19 health or safety precaution requirement put in place by the Board, whether or not such requirement is expressly set out in this Procedure.
2. Employees who fail to comply with this Procedure may be subject to administrative or disciplinary action, up to and including termination from their employment.
3. Other individuals who fail to comply with this Procedure may be restricted or banned from attending any School Division facility for such duration as may be determined by SRPSD.

### **Review**

1. Saskatchewan Rivers Public School Division will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context to ensure that it optimally protects the health and safety of employees in the workplace and the public that they serve.
2. This procedure will be reviewed on a regular basis in order to respond to the changes that take place in regard to the COVID-19 pandemic. These reviews will inform the employer in regards to the appropriate timing for the expiry of this administrative procedure.

New: October 4, 2021