

COVID-19 VACCINATION PROTOCOL

Background

The Board of Trustees for Grande Yellowhead Public School Division (GYPSD) approved the implementation of a COVID-19 vaccination protocol for employees to increase the protection and safety of all staff, students, Trustees, independent contractors, practicum students, volunteers, and visitors by reducing the transmission of COVID-19 within Division properties.

Achieving high vaccination rates is part of a range of measures and actions that can help prevent and limit the spread of COVID-19. Vaccination against COVID-19 helps reduce the number of new cases and severe outcomes, including hospitalizations and death due to COVID-19. Having a high COVID-19 vaccination rate at GYPSD has several benefits: including reduced risk of infection and outbreak, reduced absenteeism, enhanced employee and stakeholder confidence in returning to the workplace/classroom, and decreasing school outbreaks resulting in a return to online learning.

Definitions

1. **“Fully Vaccinated”** means
 - a. having received two doses of a vaccine considered valid by Health Canada in a two-dose COVID-19 vaccine series, or one dose of a vaccine considered valid by Health Canada in a one-dose COVID-19 vaccine series; and,
 - b. having fourteen days elapsed since the date upon which the person received the second dose of the COVID-19 vaccine considered valid by Health Canada of a two-dose series, or one dose of the COVID-19 vaccine considered valid by Health Canada in a one-dose vaccine series.
2. **“Partially Vaccinated”** means
 - a. having received one dose of a vaccine considered valid by Health Canada in a two-dose COVID-19 vaccine series; or,
 - b. having complied with Article 1(a) but fourteen days have not elapsed since the date upon which the person received the second dose of the COVID-19 vaccine considered valid by Health Canada of a two-dose series, or one dose of the COVID-19 vaccine considered valid by Health Canada in a one-dose vaccine series.
3. **“Unvaccinated”** means not complying with either definition as noted above or not being willing to disclose vaccination status.
4. **“Licensed Health Care Provider”** means a medical doctor licensed by the College of Physicians & Surgeons of Alberta to practice medicine in Alberta.
5. **“Division Property”** means schools, buildings (including school buses), premises, and facilities owned or leased by GYPSD.
6. **“Employee”** means any individual employed by Grande Yellowhead Public School Division (the “Division”).

7. **“Practicum Student”** means: any individual who engages in Division related activities and who has direct contact with Division employees and/or students within the role of:
 - a. any kind of educational placement or practicum provided through an agreement between the Division and a post-secondary educational institution (i.e., student teachers, educational assistants, nurses, psychologists, behaviour therapists, speech-language pathologists etc.); or,
 - b. any internship, co-op placement or apprenticeship program.
8. **“Tenant”** means any person who has entered into a contract or lease agreement with the Division to occupy space in any capacity in a Division property.
9. **“Contractor”** means a third party hired by GYPSD to provide a wide variety of services which include major projects, Facility Service contractors, program support contractors, consultants, psychologists, health navigators, Community Connectors, service providers, (e.g., food services, school photographers), and contracted bus drivers.
10. **“Visitor”** means any individual who does not regularly work or attend the school or site they are visiting, and the individual:
 - a. will be entering the school beyond the reception/front entrance for fifteen (15) minutes or longer,
 - b. cannot maintain physical distancing, or
 - c. will be interacting with students.
11. **“Volunteer”** means an individual who assists the school and/or students in curricular and/or extra-curricular activities, not including Division employees. Volunteers could include guest speakers, presenters, team coaches, special visitors to the school or School Council members while in their role as School Council members, and/or any other member of an organization who may not be an employee of the Division but who provides services within a Division property.
12. **“Rapid Antigen Screening Test”** means an antigen-based test that detects specific proteins on the surface of the virus. They are often called rapid tests as they typically provide results in less than an hour. For this AP, rapid antigen screening tests must be administered at a licensed pharmacy or Division approved vendor.

Procedures

Employee Disclosure of Vaccination Status

1. **All Employees** will disclose their vaccination status to the Division via **ACESO MEDICAL** on or before **Friday, January 7, 2022**, as:
 - a. fully vaccinated
 - b. partially vaccinated
 - c. unvaccinated
2. **All Employees** who are fully vaccinated or partially vaccinated and are willing to do so, will share proof of being fully vaccinated or partial vaccination by filling out the declaration form within the **ACESO MEDICAL platform**.

3. Proof of vaccination received from outside Alberta will be reviewed on a case-by-case basis.
4. Partially vaccinated employees will have until **Friday, March 4, 2022**, to become fully vaccinated by receiving their second vaccination and will subsequently provide an additional declaration to **ACESO MEDICAL** once they are fully vaccinated.
 - a. After **March 4, 2022**, partially vaccinated and unvaccinated staff will be required to submit proof of negative **Rapid Antigen Screening Test** as defined by this Administrative Protocol at their own expense.
5. **All employees** will submit/verify their vaccination status by:
 - a. logging into **ACESO MEDICAL** and entering the password that was provided to all employees. Further instructions can also be found on the **Employee Dashboard**.
 - b. using the [QR code](#) and Government of Alberta App (see Appendix A).
 - c. all documents are to be submitted in the manner required by the Division.
6. Administrative Procedure 163 applies to all employees including substitute teachers, bus drivers, and casual support staff (including spare bus drivers). Human Resources will contact, verify, and collect any documentation, in **ACESO MEDICAL**.
7. An employee on an approved Leave of Absence must be fully immunized before returning to work **or** submit proof of negative **Rapid Antigen Screening Test** as defined by this Administrative Procedure at their own expense.

Volunteer/Visitor Disclosure of Vaccination Status

8. **Regular visitors/volunteers** will disclose vaccination status as of **Friday, March 4, 2022**, and submit **Appendix B: Contractor/Visitor/Volunteer COVID-19 Vaccination Disclosure and Attestation Form** to the school principal. The school principal will:
 - a. keep a confidential record for the duration of the volunteer activity;
 - b. destroy the record upon completion of the volunteer activity.
9. **For short term or occasional volunteer activities or for Visitors** who are entering the school to interact with students or be in situations where physical distancing cannot be maintained, proof of vaccination will be verified as follows:
 - a. using the [QR code](#) and Government of Alberta App (see Appendix A);
 - b. no permanent record is required to be kept.
10. Any person coming to a Division property, who is only there to conduct a **brief interaction/transaction** that will take **less than 15 minutes** while appropriate health measures are observed (e.g., masking, physical distancing), will NOT require proof of vaccination. Example: courier delivery, parent dropping off a lunch, etc.

Exemptions

11. The Division recognizes its responsibilities and duties according to the *Alberta Human Rights Act*. If an employee is unable to be vaccinated due to a protected ground as defined by the *Act*, the Division will consider requests for exemption and reasonable accommodation to the point of undue hardship.
12. Any employee may request an exemption or accommodation under the [Protected areas and grounds under the Alberta Human Rights Act](#) are as follows:

- a. Employees requesting an exemption or accommodation for medical reasons are to have a medical doctor complete **Form 163-01: COVID-19 VACCINE MEDICAL ACCOMMODATION REQUEST FORM** and send it to the Human Resources department via email: COVID19@gypsd.ca for consideration.
 - b. Employees requesting an exemption or accommodation for other reasons under the Human Rights Act must complete **Form 163-02: COVID-19 VACCINE ACCOMMODATION REQUEST FORM (NON-MEDICAL)** for consideration.
 - c. Any employee who is granted an exemption or accommodation under the *Protected areas and grounds under the Alberta Human Rights Act* may still need to submit proof of negative **Rapid Antigen Screening Tests** as determined by the Superintendent of Schools.
13. Any employee who is unable to receive an exemption or accommodation under the *Protected areas and grounds under the Alberta Human Rights Act* and does not wish to submit proof of negative **Rapid Antigen Screening Tests** results may:
- a. apply, if applicable, to the Superintendent of Schools, for an unpaid leave of absence on or before, **Friday, January 7, 2022**. Any approval for unpaid leave:
 - will be at the discretion of the Division;
 - is subject to time limitations determined by the Division; and,
 - may not apply to any employee or employee group when the absence causes undue hardship for the Division.
 - b. If an employee has been granted Work From Home provisions (as per the Division's AP 410 Telecommuting (*Work From Home Protocol*), either full time or for a determined period, that employee may not be required to meet the requirements of this Administrative Procedure while approved to work from home.
 - If an employee has been granted permission to work from home as above, they will be required to submit a negative **Rapid Antigen Screening Test** result, at their own expense, if the Division requires the employee to return to work at a Division Building regardless of the period of time is occasional, temporary, or permanently.
 - The decision for an employee who has been granted work from home to return to work is at the discretion of the Division.
 - When an employee has been recalled to perform their duties in a Division Building, they will be required to comply with this Administrative Procedure.
 - AP 410 Telecommuting (*Work From Home Protocol*) is not intended as a mechanism for an employee to avoid the requirements of this Administrative Procedure.
14. Nothing in this Administrative Procedure with regards to a leave of absence or a work from home provision:
- a. will create any special consideration, expectation, or entitlement in that regard;
 - b. will be construed to mean that any employee has any entitlement to start or continue working-from-home as a substitute for compliance with this Administrative Procedure; or
 - c. affects the Division's ability or discretion to decide, in the case of any public health or similar government mandate requiring work-from-home, whether

operational necessity requires any employee to work in person.

Unvaccinated Employees

15. **Rapid Antigen Screening Tests** will be required after **Friday, March 4th, 2022**, at the expense of the employee.
16. Any unvaccinated Employee must submit proof of a negative **Rapid Antigen Screening Tests** as follows:
 - a. Every Monday and Thursday of the workweek before the start of a work shift to their supervisor;
 - b. Tests administered Sunday afternoon (for Monday submission) or Wednesday afternoon (for Thursday Submission) are deemed acceptable;
 - c. If a Monday or Thursday is a non-workday, the negative **Rapid Antigen Screening Test** will be submitted the following workday.
17. The **Rapid Antigen Screening Tests** must be administered at a licensed pharmacy or a Division-approved vendor.
 - a. The Division reserves the right to select and approve vendors for the administration of the **Rapid Antigen Screening Tests**.
18. Any time required for **Rapid Antigen Screening Testing** is at the employee's own time and expense, and employees are not permitted to access entitlements unless otherwise provided under respective employment contracts/agreements or collective agreement.
19. If an employee **tests positive** in response to a mandatory **Rapid Antigen Screening Test**, the employee must:
 - a. book themselves absent (coded as **Self Isolation COVID19 1st 3days Pd**; **Self Isolation COVID19 After 3 Pd**; or **Self Isolation-COVID19 - Unpaid**), and request a substitute teacher or casual support staff (if applicable);
 - b. submit to mandatory COVID-19 by Alberta Health Services (PCR) testing as soon as possible but no more than 48 hours following confirmation of the results of the **Rapid Antigen Screening Test**, and as directed by the Division;
 - c. isolate until the results of the COVID-19 PCR test are confirmed; and,
 - d. follow AHS guidelines if COVID-19 PCR is positive or provide proof of a negative COVID-19 PCR test, as soon as it is received, before entering any Division property.
20. Any **Rapid Antigen Screening Tests** required by the Division will be at the employee's own expense.
21. If an **Unvaccinated Employee** has been diagnosed with COVID-19, they will not be required to submit the results of a negative **Rapid Antigen Screening Test** for 90 days or the most current Alberta Health Services mandates from the time the employee has been cleared to return to work by Alberta Health Services. This clause is subject to a written request with appropriate medical documentation being provided to Human Resources.

Other

22. Subject to the exemptions set in this Administrative Procedure, all new employees hired on or after **Friday, March 4, 2022**, will be required to be fully vaccinated before their first day of work and show proof thereof through the provision of an Alberta Health COVID-19 Immunization Record in **ACESO MEDICAL**, or provide

proof of negative **Rapid Antigen Screening Tests** every 72 hours at the expense of the employee.

23. Subject to the exemptions set in this Administrative Procedure, **Practicum Students** must provide proof of vaccination to their educational institution, who in turn will provide a declaration of compliance to the Division which indicates that the Practicum Student is Fully Vaccinated, or provide proof of negative **Rapid Antigen Screening Tests** every 72 hours at the expense of the practicum student.
24. Tenants will complete **Appendix B** which indicates that the Tenant and all employees thereof who are attending at any Division property are fully vaccinated, or provide proof of negative **Rapid Antigen Screening Tests** every 72 hours at the expense of the tenant.
25. Contractors working in Division schools or facilities must comply with the Division's COVID-19 Administrative Procedure. Contractors are responsible to review proof of vaccination **or** rapid test results from their employees. Contractors are required to provide proof of vaccination and/or proof of compliance to this Administrative Procedure by providing the Human Resources department with **Appendix B** for their employees entering Division property. Human Resources will provide the contractor with a letter verifying that they comply.
26. Temporary or occasional Contractors will be required to provide proof of vaccination to Division staff to enter a Division property as required. Temporary or occasional Contractors include but are not limited to service or repair personnel.

Non-Compliance

27. Failure to comply with this Administrative Procedure, including, but not limited to; refusal to disclose vaccination status, refusal to comply with applicable testing requirements, or the provision of false or misleading information, may result in the employee being subject to:
 - a. administrative action; and
 - b. disciplinary action, up to and including termination of employment.
28. For any non-Employees to which this Administrative Procedure is applicable, any individual, tenant, contractor, or organization who fails to comply with any part of this Administrative Procedure, including being found to have falsified vaccination or test results, will be in non-compliance with this Administrative Procedure. This will result in a request to immediately leave Division property and may further result in the termination of contract or participation in Division activities. For any Practicum Students, any event of non-compliance may result in reporting the event of non-compliance to the appropriate post-secondary institution.

Support for Vaccination

29. If operationally feasible, and with the permission of their immediate supervisor, employees may be released on work time to be vaccinated on-duty by using absence code COVID-19 Vaccination to a maximum of three (3) hours for each dose.

Continued Compliance with all Health and Safety Precautions

30. All employees, volunteers and visitors are expected and required to continue to comply with all applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with screening protocols, wearing a mask or face

covering, using provided Personal Protective Equipment (PPE), maintaining appropriate physical distancing and self-monitoring for potential COVID-19 symptoms daily before entering the property.

Protection of Privacy

31. The Division will only collect, use, and disclose any personal information regarding any individual subject to this Administrative Procedure in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*.
32. Information regarding any individual's vaccination status, including but not limited to any individual's Alberta Health COVID-19 Immunization Record or proof of negative **Rapid Antigen Screening Test** results will be kept confidential in a secure location, and access and disclosure limited to that permissible by *FOIP*.

Prevention of Harassment, Bullying or Discrimination

33. Harassment, bullying, or discrimination of any type against individuals based on their vaccination status, compliance with this Administrative Procedure, or any other reason will not be tolerated.

Review and Duration

34. Due to the evolving nature of this public health matter, and ongoing direction from public health officials and the Minister of Education, this Administrative Procedure will be updated as required from time to time.
35. This Administrative Procedure will remain in effect until rescinded by the Superintendent of Schools.

Reference: Emergency Management Act
Emergency Medical Aid Act
Communicable Diseases Regulation
Health Information Act
Occupational Health and Safety Act
Public Health Act
Freedom of Information and Protection of Privacy Act

Approved: December 3, 2021, January 18, 2022