

COVID-19 Vaccination or Proof of Negative Test



Adopted: November 15, 2021

Amended: November 15, 2021

External References

- Education Act: Sections 85, 87, 141, 175, 178, 190, 231
- Public Health Act
- Re-Open Saskatchewan Plan
- Primary and Secondary Educational Institution Guidelines
- The Saskatchewan Employment Act

Internal References

- AP 160 Health and Safety of Students and Staff
- AP 161 Dangerous and Communicable Diseases
- AP 162 Pandemic Preparedness – Appendix A – COVID-19 Pandemic
- AP 403 Code of Conduct
- AP 430 Occupational Health and Safety Committee
- AP 432 Prevention of Harassment and Violence
- AP 431 Duty to Accommodate
- Communicable Disease Control Handbook
- Critical Incident and Crisis Response Handbook

Background

Sun West School Division is committed to taking precautions to protect the health and safety of students and staff 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 studies show that vaccinated people have less severe illness if they do become ill with COVID-19.

These administrative procedures are designed to:

- acknowledge the importance of COVID-19 vaccinations for Division staff as one of the critical control measures to reduce the impact of COVID-19; and
- implement testing for unvaccinated individuals entering Division facilities to reduce the risk of Division staff and other individuals contracting COVID-19.

Definitions

Division Facility refers to any building or vehicle owned, leased, or operated by the Sun West School Division and specifically includes, but is not limited to, schools, offices, school buses, garages, and shops.

Staff refers to all individuals employed by Sun West School Division on a permanent, replacement, temporary, casual or substitute basis.

Other Individuals refers to any person interacting directly with students during school division approved activities and is not a staff as defined above.

Fully Vaccinated refers to an individual who has received the second dose of a two-dose COVID-19 vaccine or the first dose of a single-dose immunization series at least 14 days prior to entering Division facilities.

Proof of Vaccination refers to documentation verifying receipt of a vaccination series approved by Saskatchewan Health which may include one of the following:

- card(s) issued at time of vaccination by SaskHealth
- a copy of the vaccination record obtained online through MySaskHealthRecord

- proof of vaccinations QR code issued by the province of Saskatchewan
- signed letter of verification from doctor or pharmacist

Vaccine refers to a COVID-19 Immunization Series approved by Saskatchewan Health.

Valid Test refers to a COVID-19 rapid antigen point of care test or molecular polymerase chain reaction (PCR) diagnostic test approved for use by the Government of Canada.

Procedures

1. Application and Scope

- 1.1 These procedures apply to all Sun West School Division staff, and any other individuals interacting directly with students during Division approved activities.
- 1.2 Individuals who enter Division facilities or engage in division related activities or functions and have direct contact with Division staff or students includes:
 - 1.2.1 Students on educational or professional placements.
 - 1.2.2 Individuals attending the Division on practicum placements, internships, co-op placements, or apprenticeship programs.
 - 1.2.3 Individuals who provide professional services to students at school.
 - 1.2.4 Members of organizations not related to the Division who work on or are invited into division facilities or deliver services. Examples include but are not limited to affiliated registered medical/health professionals, childcare providers, after school program employees, community coaches and volunteers.

2. Disclosure of Proof of Vaccination

- 2.1 Division staff shall disclose their vaccination status to Human Resources through the approved process.
- 2.2 Other individuals shall disclose their vaccination status to Human Resources after being directed by their immediate supervisor, school based administrator or designate through the approved process.
- 2.3 Division staff and other individuals interacting directly with students who are unable or who are unwilling to disclose their vaccination status as required must complete COVID-19 self-testing and submit the results as described in these administrative procedures.

3. Self-Monitoring and Testing and Requirements

- 3.1 All persons covered by these administrative procedures must self-monitor for COVID-19 symptoms on a daily basis.
- 3.2 All persons covered by these administrative procedures who are not fully vaccinated or who have chosen not to disclose their vaccination status, must submit a valid test each work week on Tuesdays beginning January 1, 2022.
 - 3.2.1 Casual and substitute staff will be required to complete only one test in the week in which they work and retain a record of the result for verification purposes in Division facilities.
- 3.3 Entry into the Division facility or participation in the Division work-related activities will only be permitted for those who test negative.
 - 3.3.1 The test must be:
 - 3.3.1.1 Presented to Human Resources through the approved process.

- 3.3.1.2 Completed outside of working hours; and
 - 3.3.1.3 Taken 24 hours prior to presenting it.
 - 3.4 The Division will adjust testing requirements as necessary and in accordance with public health guidance.
 - 3.5 Purchasing of Test Kits
 - 3.5.1 Commencing January 1, 2022, Division staff or other individuals requiring testing will be responsible for purchasing approved COVID-19 self-testing kits.
 - 3.6 Accommodations
 - 3.6.1 Division staff unable to be vaccinated are encouraged to discuss their situation with the Human Resources Manager or Human Resources Officer to determine whether an accommodation under *The Saskatchewan Human Rights Code* might be appropriate.
 - 3.7 Positive Test
 - 3.7.1 A positive test result on a rapid self-test is considered a preliminary or presumptive positive.
 - 3.7.2 Division staff who receive a preliminary positive result must:
 - 3.7.2.1 Inform their supervisor;
 - 3.7.2.2 Call 811 to confirm through a lab-based PCR test; and
 - 3.7.2.3 Self-isolate until the results of the lab-based test are confirmed.
 - 3.7.3 Other individuals who receive a preliminary positive test result are encouraged to follow the process outlined above and will not participate in activities until submitting a negative test result.
 - 3.7.4 Division staff or other individuals showing a positive COVID-19 rapid test result because of previously contracting COVID-19 must provide a Saskatchewan physician's letter of confirmation.
- 4. Protection of Privacy
 - 4.1 Proof of vaccination or other personal information collected in accordance with these administrative procedures 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*.
 - 4.2 Information gathered for the purposes of these administrative procedures 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 Division facilities.
- 5. Release Time for Staff for Obtaining COVID-19 Vaccinations
 - 5.1 The Division supports staff in becoming fully vaccinated.
 - 5.2 To minimize disruption in schools, we request that staff attempt to schedule appointments outside of work hours if possible. Where that is not possible, replacement, permanent and temporary staff will use the normal process for entering a leave in Absence Management (Aesop) in accordance with the following:
 - 5.2.1 COVID-19 Vaccination - paid leave is for one vaccination dose only;
 - 5.2.2 Sick Leave > Medical Appointment – paid leave is for a subsequent vaccination dose;

- 5.2.3 Sick Leave Unpaid – unpaid leave is to be accessed if staff have used all available sick leave with pay.

6. Compliance

- 6.1 It goes against these administrative procedures to:
 - 6.1.1 Fail to report either proof of vaccination or required COVID-19 test results.
 - 6.1.2 Provide any false, misleading, or otherwise dishonest information or documents to the Division in relation to these administrative procedures.
 - 6.1.3 Otherwise fail to comply with any COVID-19 health or safety precaution requirement put in place by the Division, whether such requirement is expressly set out in these administrative procedures.
- 6.2 Division staff who fail to comply with these administrative procedures may be subject to disciplinary action, up to and including termination from their employment.
- 6.3 Other individuals who fail to comply with these administrative procedures may be restricted entry to Division facilities for a specified duration determined by the Division.

7. Prevention of Harassment, Bullying or Discrimination

- 7.1 Harassment, bullying or discrimination of any type against individuals based on their vaccination status will not be tolerated. Administrative Procedures 403 Code of Conduct and Administrative Procedures 432 Prevention of Harassment and Violence will be followed if harassment, bullying or discrimination occurs.

8. Administrative Procedures Review

- 8.1 The Division will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information to ensure the protection for the health and safety of Division staff in the workplace and the public that they serve.
- 8.2 These administrative procedures will be reviewed on an annual basis or as required.