

COVID-19 VACCINATION POLICY

This document is the parent policy for any related College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional Category:	Operations
Approval Date:	September 29, 2021
Effective Date:	September 29, 2021
Policy Owner:	Vice President, People and Culture Vice President, Academic Vice President, Learner Experience
Policy Administrator:	Director, People and Talent Operations Senior Manager, Resolution, Wellness and Accessibility

Objective: NorQuest College (the “college”) is committed to protecting the health and safety of its employees, students, visitors, and others in our community who access college premises (collectively, “college community”). The college and college community have obligations to ensure the health and safety of everyone who participates in events and activities at the college.

Immunization against COVID-19 is the most effective means to prevent the spread of COVID-19, to prevent outbreaks on our campus, and to protect members of the college community.

Authority to establish this policy is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college’s management and operation).

Policy: The college expects all individuals employed by the college or individuals who are age 12 and older who are physically on college premises for any reason to be vaccinated against COVID-19 or provide, at their expense, a negative test result, as set out in the COVID-19 Vaccination Procedure.

All members of the college community will be required to provide accurate proof of their vaccination or negative test status in accordance with the COVID-19 Vaccination Procedure. Proof of vaccination and negative test status is being collected to protect the health and safety of the college community. Proof of vaccination and negative test status collected under this Policy shall be securely and confidentially retained, accessed, and used only as follows:

- a) For employees and other workers, to determine fit for work status, to manage and administer employment and other working relationships with workers, to address accommodation requests, and to comply with all applicable laws and public health orders that may be in effect, such as the *Occupational Health and Safety Act*; and
- b) For students and visitors, to determine eligibility to be on campus, to control provision of services to those approved to be on campus, to manage and administer student progression records, to address accommodation requests, and to comply with all applicable laws and

public health orders that may be in effect, such as the *Occupational Health and Safety Act*.

Proof of vaccination and negative test status information is collected in full accordance with all applicable laws and regulations and shall be used, accessed, and disclosed in accordance with the legislation, and the *Freedom of Information and Protection of Privacy (FOIP) Act* Policy and Protection of Privacy Procedure.

The college will reasonably accommodate, to the point of undue hardship, an employee or student who is unable to be vaccinated due to a medical reason or other protected ground under the *Alberta Human Rights Act* and other applicable legislation and/or public health orders. College employees requesting a workplace accommodation and students requesting an academic accommodation shall do so in accordance with the COVID-19 Vaccination Procedure. Contractors employed by another organization requesting a workplace accommodation shall do so in accordance with their applicable workplace accommodation policies.

A failure to comply with this Policy and the COVID-19 Vaccination Procedure will result in a member of the college community being excluded from college premises. For college employees, this may include being placed on an unpaid leave of absence or otherwise removed from service. For students, this may result in mandatory withdrawal from a program of study where distance learning is not an alternative.

Definitions:

College Community: employees, students, visitors, and others in our community who access college premises.

COVID-19 Vaccination: One or more doses of a COVID-19 vaccine considered valid by World Health Organization, Alberta Health and/or Health Canada.

Negative Test Result: a negative test result from a privately-paid COVID-19 PCR or rapid test completed within 72 hours prior to the individual accessing college premises.

Proof of Vaccination Status: an official vaccine record issued by Alberta Health Services or another provider.

Related NorQuest College Information:

- [Freedom of Information and Protection of Privacy \(FOIP\) Act Policy](#)
- COVID-19 Vaccination Procedure
- [COVID-19 Safe Work Procedure](#)
- [Protection of Privacy Procedure](#)

Related External Information:

- [Alberta Health Services](#)
- [Alberta Health Services Public Health Orders](#)
- [Alberta Human Rights Act](#)
- [Center for Disease Control](#)
- [COVID-19 Symptoms](#)
- [COVID-19 Travel Restrictions](#)

Next Review Date:
Revision History:

- [Freedom of Information and Protection of Privacy Act](#)
- [Health Professions Act](#)
- [Occupational Health and Safety Act](#)
- [Public Health Act](#)
- [Self-Isolation Steps](#)
- [World Health Organization](#)

January 2022 (or as required by Alberta Public Health Orders)

September 2021: new
September 2021: change made to reflect a reference to public health