

## COVID-19 VACCINATION PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Operations
<b>Parent Policy:</b>	COVID 19 Vaccination Policy
<b>Approval Date:</b>	October 21, 2021
<b>Effective Date:</b>	October 21, 2021
<b>Procedure Owner:</b>	Vice President, People and Culture Vice President, Academic
<b>Procedure Administrator:</b>	Director, People and Talent Operations Senior Manager, Resolution Wellness and Accessibility

### Overview:

NorQuest College (the “college”) is committed to providing a safe environment that supports the health and wellbeing of all individuals who access campus premises.

In order to fulfill this commitment, the college has adopted the COVID-19 Vaccination Policy and this Procedure, which sets out the rights and obligations of the college and Community Members as it relates to the COVID-19 vaccine.

Authority to establish this procedure 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.

### Procedures:

#### Requirements to Attend College Premises

The Government of Alberta, on September 15, 2021, declared a state of public health emergency. New measures to stop the spread of COVID-19, protect the health care system, and increase vaccination rates are now in effect.

NorQuest qualifies for a post-secondary sector exemption to Public Health Measures allowing the college to continue operating as usual, provided that the college follows strict proof of vaccination and rapid testing protocols. This means we can continue to provide in-person services if members of our campus community have:

- Proof of vaccination
- Documentation of a validated medical exemption
- Proof of a privately-paid negative COVID-19 test within 72 hours of service on campus (tests from AHS or Alberta Precision Laboratories not allowed)

Between September 20 and September 24, 2021, all employees were asked to declare their vaccination status and provide proof of vaccination.

Effective September 20, 2021, all employees of the college and all individuals aged 12 and older that were physically present on college

premises were required to either have received at least one dose of a valid COVID-19 vaccination, administered two weeks before being on campus; or, a negative test result from a PCR or rapid COVID-19 test conducted in the 72 hours prior to accessing college premises.

Effective October 4, 2021, all employees employed by the college and all individuals aged 12 and older were asked to show proof of vaccination and personal identification prior to being granted access to campus.

Effective November 1, 2021, all employees employed by the college and all individuals aged 12 and older that are physically present on college premises are required to be fully vaccinated or show a negative test result from a PCR or rapid COVID-19 test conducted in the 72 hours prior to accessing college premises.

This means all employees regardless of workstyle are required to provide proof of vaccination in accordance with the dates above prior to being on campus. Students are required to declare vaccination status and provide evidence of vaccination status in accordance with the dates above prior to being on campus.

#### **COVID-19 Vaccination**

Valid COVID-19 vaccines for the purpose of this Procedure means one or more doses of a COVID-19 vaccine considered valid by World Health Organization, Alberta Health and/or Health Canada.

#### **PCR or Rapid Test and Negative Test Result**

Individuals undergoing PCR or rapid COVID-19 testing rather than vaccination are required to do so at their own expense. Tests are valid for up to 72 hours after being completed. Individuals who require ongoing access to campus premises are required to ensure they have a valid test at all times.

#### **Proof of Vaccination or Negative Test Result**

Effective September 26, 2021, all individuals employed by the college and all individuals aged 12 and older and physically present on college premises are required to provide accurate proof of vaccination or negative test results.

**Students** who are enrolled in courses which require a physical presence on campus are required to show their proof of vaccination or a negative test result along with personal identification in order to be given access to a campus location.

**Employees** who require a physical presence on campus are required to show their proof of vaccination or a negative test result along with personal identification in order to be given access to a campus location.

**Individuals employed by a contractor or vendor** will be required to provide their proof of vaccination or negative test result to their contract manager prior to being on campus and will be required to show proof of vaccination or a negative test result along with personal identification prior to being given access to a campus location.

**All other visitors** who access facilities or services on college campuses aged 12 or older will be required to provide their proof of vaccination or negative test result at the point of entry.

### **Accommodation**

The College will reasonably accommodate, to the point of undue hardship, an employee or student who is unable to be vaccinated in accordance with the *Alberta Human Rights Act* and other applicable legislation and/or public health orders. Employees and students requiring accommodation for reasons based on protected human rights grounds are required to book their rapid testing through the college Vendor, Alio, and inform the Vendor about their exemption request as soon as possible.

Individuals will be required to complete the appropriate Vaccine Exemption Request form and submit it to the Vendor, who will review the applicable Vaccine Exemption Request and supporting documentation. Following the vendor's review the exemption form will be submitted to the college who will then inform the employee or student of the exemption decision.

Individuals requesting an accommodation will be provided with temporary accommodations while their Vaccine Exemption Request is being considered. Temporary accommodation may include either rapid testing or the individual being permitted to work or complete their studies remotely. Temporary accommodation will begin upon receipt of the Vaccine Exemption Request and will remain in place until such time a decision is made.

In the event a Vaccine Exemption Request is approved, the college shall work directly with the student or employee and where applicable the employee's bargaining agent, in accordance with the Duty to Accommodate Students with Disabilities Policy or Employee Accommodation Procedure, as appropriate.

### **Non-Compliance**

College employees who fail to comply with the Policy and/or the COVID-19 Vaccination Procedure will be denied access to the college premises. This may result in an employee being placed on a leave without pay or terminated from employment.

Students who fail to comply with the COVID-19 Vaccination Policy and/or this Procedure will be required to complete all courses remotely.

This may result in mandatory withdrawal from a program of study where distance learning is not an alternative.

The college will undertake quality assurance and auditing. Any employee or student who provides false records will be subject to disciplinary measures under the applicable Code of Conduct and/or collective agreement or the students Non-Academic Misconduct Procedure.

**Definitions:**

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

**Fully Vaccinated:** two or more does of a COVID-19 vaccine considered valid by World Health Organization, Alberta Health and/or Health Canada. One additional dose of a mRNA vaccine for those who have had a complete or incomplete course/series of a non-Health Canada authorized vaccine.

**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.

**Vendor:** an external contractor, approved by Alberta Health Services, retained by the college to manage and administer components of the Policy and Procedure.

**Related NorQuest College Information:**

- [Duty to Accommodate Students with Disabilities Policy](#)
- [Employee Accommodation Procedure](#)
- [COVID-19 Vaccination Policy](#)
- [COVID-19 Safe Work Procedure](#)
- [Leave Without Pay Procedure](#)
- [Request for Medical Exemption from Mandatory Vaccination form](#)
- [Statement of Religious Belief Request for Accommodation from Mandatory Vaccination](#)

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

**Next Review Date:**

January 1, 2022

**Revision History:**

October 2021: New

November 2021: links updated