

# Great Plains College

## PERSONNEL - POLICY

Approved by Board: October 14, 2021. Formal Board Motion October 28, 2021.

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**NAME:** COVID-19 Additional Measures Policy

**REFERENCES:** Great Plains College Re-Open Plan  
The Public Employers' COVID-19 Emergency Regulations  
Workplace Accommodations Procedure  
Personnel - Privacy Policy  
Saskatchewan Government Public Health Orders

### PURPOSE

Great Plains College is committed to ensuring the health and safety of our staff, students and communities we serve. Since the beginning of the COVID-19 pandemic, we have implemented various strategies to mitigate the risk of COVID-19 transmission on our campuses (outlined in our Great Plains College Re-Open Plan). Great Plains College has determined that the nature of the work on campuses and program centres necessitates the implementation of additional COVID-19 control measures. This policy sets out these additional measures to ensure our premises are as safe as possible.

### SCOPE

This policy applies to all Great Plains College:

- employees who work in face-to-face, blended and remote working environments,
- students,
- volunteers,
- visitors,
- contractors,
- management, and
- the Board of Governors.

Great Plains College students who study 100% online, with no requirement to be on campus, are not included within the scope of this policy.

### DEFINITIONS

**Campus** means any Great Plains College campus, program centre or external facilities the college uses to offer programs and services.

**COVID-19 Test** means any of the following tests administered at an approved testing site, including Great Plains College:

- a) A polymerase chain reaction (PCR) test for SARS-CoV-2;
- b) A point-of-care antigen test for SARS-CoV-2; and,
- c) Any other test for SARS-CoV-2 approved by the Minister of Health.

**Proof of Vaccination** means any type of vaccination record or documentation as defined by the Government of Saskatchewan.

**Fully Vaccinated**, for the purposes of this policy, means:

- a) the individual has received the recommended number of doses of a COVID-19 vaccine, or combination of COVID-19 vaccines, approved by Health Canada; and
- b) 14 or more days have passed since the individual received the last of the recommended number of doses.

**SARS-CoV-2** means severe acute respiratory syndrome coronavirus 2, the virus that causes COVID-19.

## **POLICY**

Both federal and provincial health authorities have indicated that the COVID-19 vaccines approved for use in Canada are a safe and effective way to reduce the chances of acquiring and spreading COVID-19 in the workplace and in the community. Therefore, this policy implements specific requirements regarding the COVID-19 vaccination, to reduce the risk of transmission on campus.

### **COVID-19 Vaccination**

Great Plains College requires all individuals outlined within the scope of this policy, other than those for whom it is not medically recommended, to be fully vaccinated for COVID-19.

Individuals who are not fully vaccinated or who choose not to disclose their vaccination status will be required to provide proof of a negative COVID-19 test taken within the previous seven (7) calendar days to attend Great Plains College campuses.

Great Plains College will continue to support employees and students throughout Canada's COVID-19 Immunization Plan by providing time to attend vaccination appointments, respecting employee and student privacy, and exercising proper collection, storage, and destruction of personal information in accordance with privacy laws.

### **Timelines**

- Beginning November 1, 2021, requests will be sent out to all college staff and students for identification of vaccination status.
- The college will begin monitoring all individuals subject to this policy for proof of negative COVID-19 test results as early as November 22, 2021.
- After November 22, 2021, all new employees and new students will be required to provide proof of being fully vaccinated as defined within this policy or proof of a valid negative COVID-19 test.

### **Compensation and Expenses**

- If a vaccination is obtained during work hours, Great Plains College employees will be paid for time taken to receive the COVID-19 vaccination, in accordance with The Saskatchewan Employment Act, The Occupational Health and Safety Regulations, 2020, and associated regulations, as may be amended from time to time. Employees are to work with their managers or supervisors to schedule appropriate times for a vaccination appointment to comply with this policy.
- Starting as early as November 22, 2021 and up until December 31, 2021, the college will strive to make COVID-19 antigen tests available on campus for employees and students who are not fully vaccinated.

- As of January 4, 2022, employees and students who are not fully vaccinated or who choose not to disclose their vaccination status will be required to complete and show proof of a negative COVID-19 test taken on their own time and at their own expense.

### **Duty of Individuals**

- All individuals subject to this policy shall provide satisfactory proof of vaccination. This information will be kept as confidential as possible in accordance with privacy laws. An individual will only be considered “fully vaccinated” where satisfactory verification is provided.
- All individuals have a duty to follow all applicable COVID-19 protocols, screening procedures and testing requirements. While vaccinations may reduce the risk to the workplace, they are not a substitute for continued safe practices and other measures to reduce the spread of COVID-19.
- All individuals are strongly encouraged to practice good hand hygiene and respiratory etiquette.
- Even after being fully vaccinated, all individuals who have COVID-19 symptoms must not attend Great Plains College campuses. Such individuals are directed to inform their supervisor/instructor and to call the HealthLine (811) for further direction.
- Individuals subject to this policy who are not vaccinated or choose not to disclose their vaccination status shall provide proof of a valid negative COVID-19 test to the college at least every seven (7) days.
- All individuals have a responsibility to read, understand and comply with this policy as well as to raise any questions about this policy.

### **Exceptions**

- Exceptions to required vaccinations will apply where:
  - an individual is unable to receive a vaccination for reasons connected to a protected ground within the meaning of human rights legislation; or
  - receipt of the vaccine is not medically recommended.
- Individuals submitting exception requests will be required to provide appropriate documentation to support their request. Each request will be considered on a case-by-case basis.
- Individuals who have approved exceptions may or may not be permitted to return to campus and will be accommodated to the point of undue hardship to the college as required by law.

### **Privacy and Confidentiality**

All information relating to an individual’s receipt of a COVID-19 vaccine or other personal information collected pursuant to this policy will be collected, used, and disclosed only in accordance with applicable privacy laws (e.g. the least information necessary for administering this policy will be collected and it will be maintained by Great Plains College in a secure and confidential manner and securely destroyed).

### **Consequences of Non-Compliance**

Individuals who attend Great Plains College campuses in violation of this policy will be subject to corrective measures. For employees, such corrective measures include disciplinary action up to and including termination of employment. For students, such corrective measures include disciplinary action up to and including discontinuation from the program. For individuals that are not employees or students, such corrective measures may include a permanent ban from college campuses.

**ADMINISTRATION OF THIS POLICY**

Great Plains College will maintain and revise this policy as required in response to public health guidance and the evolving conditions of the COVID-19 pandemic. Great Plains College expressly reserves the right to change, modify or delete portions of this policy without notice.