

# **COVID-19 Additional Measures Policy**

## **Staff/Student FAQs**

*November 1, 2021*

### **General**

**1. What is Great Plains College's requirement for COVID-19 vaccinations?**

As strong advocates for the COVID-19 vaccination as the most effective, quickest means to restore a full, safe experience, Great Plains College will require COVID-19 vaccination for students, staff and visitors as of November 22, 2021.

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.

**2. Why is Great Plains College requiring proof of COVID-19 vaccination or proof of a negative COVID-19 test to be on campus after November 22, 2021?**

Great Plains College is committed to ensuring the health and safety of our students and employees. We have a larger obligation to our campus communities as well. This is a responsibility we take very seriously.

Given the continued number of COVID-19 cases, the emerging Delta variant and the low vaccination rate among the 18–29-year-old demographic that largely makes up the student population, Great Plains College has determined the best course of action is to require students and employees on campus to be fully vaccinated or provide a negative COVID-19 test result.

**3. Who does the COVID-19 Additional Measures Policy apply to?**

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

**4. Who does the COVID-19 Additional Measures Policy NOT apply to?**

- students who study 100 per cent online, with no requirement to be on campus
- LINC instructors who teach 100 per cent online and who do not have any additional contracts, with no requirement to be on campus at any time
- casual Skills and Safety Training (SST) instructors hired to teach 100 per cent online, with no requirement to be on campus
- SST students who take courses 100 per cent online or attend a custom course offered at a client's site, rather than a Great Plains College campus or external facility rented by the college

**5. Do we see this policy as in effect for the long-term or only this year?**

This policy is in effect for the 2021-22 academic year. It will be re-assessed in Spring 2022 to determine on-campus requirements for 2022-23.

**6. Where can I find the latest information from the Saskatchewan Health Authority (SHA)?**

For the most up-to-date information from the Saskatchewan Health Authority, please visit the SHA website. The Government of Saskatchewan also provides COVID-19 information on their website.

**Vaccination**

**7. What does it mean to be “fully vaccinated”?**

Fully vaccinated means:

- a) an 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 an individual received the last of the recommended number of doses.

**8. Am I expected to get booster shots?**

Great Plains College is following the definition of ‘fully vaccinated’ as defined by the Saskatchewan Health Authority. If this definition is changed by the Saskatchewan Health Authority, the college will follow suit.

**9. When and how do I need to declare/provide proof of my vaccination status?**

Current employees and students are required to declare their vaccination status and provide acceptable proof on or before November 18, 2021, in order to access campus beginning November 22.

**Employees**

- Employees are required to submit a completed Vaccination Status Declaration Form to [gpchr-COVID19@greatplainscollege.ca](mailto:gpchr-COVID19@greatplainscollege.ca).
- Employees are required to provide proof of full vaccination or proof of a negative COVID-19 test via email to [gpchr-COVID19@greatplainscollege.ca](mailto:gpchr-COVID19@greatplainscollege.ca) or by contacting the Human Resources Administrative Assistant to provide visual verification.

**Students**

- Students can submit proof of vaccination using any of the following methods:
  - o Students will receive an email with a Teams form link. Students can upload acceptable proof of vaccination documents to this Teams form and submit;
  - o Contact your local Student Adviser to have your QR code scanned or to provide visual verification of vaccination status;
  - o Call (306) 778-5478 or email [GPCStudents-COVID19@greatplainscollege.ca](mailto:GPCStudents-COVID19@greatplainscollege.ca) to make arrangement to have QR code scanned or to provide visual verification of vaccination status via video.

**10. How often will I need to provide proof of vaccination?**

Employees and students will only be required to show proof of full vaccination once, unless the definition of “fully vaccinated” is changed and/or updated by the Saskatchewan Health Authority.

**11. If I am not fully vaccinated, do I still need to declare my vaccination status?**

**Employees**

- Yes. The Vaccination Status Declaration Form includes important information that employees must read and understand regardless of vaccination status. In addition, employees who are not full vaccinated or who do not wish to disclose their vaccination status will be required to submit proof of a negative COVID-19 test result every seven (7)

calendar days. Declaring your status provides information we need to monitor the testing process.

### Students

- No. Students who do not submit proof of full vaccination will automatically be added to the list of students who are required to submit proof of a negative COVID-19 test result every seven (7) calendar days.

### **12. Are students who study 100 per cent online, with no requirement to be on campus, required to disclose their vaccination status or provide proof of negative COVID-19 test every seven (7) calendar days?**

No, this is not required. Students who study 100% online, with no requirement to be on campus, are excluded from the scope of the COVID-19 Additional Measures policy.

### **13. What is considered acceptable proof of full vaccination?**

Acceptable proof of vaccination includes:

- an e-health COVID-19 Proof of Vaccination or COVID-19 Vaccination Record/Certificate (may include QR code),
- a wallet vaccination card received at the time of vaccination,
- a screenshot of the vaccination status from the SK Vax Wallet or other wallet app,
- a vaccination record printout from Public Health,
- an out-of-province vaccination certificate from the home province's electronic health records system, or
- international vaccination documentation that demonstrates meeting the definition of full vaccination in Saskatchewan.

All proof of vaccination must include the individual's first name, last name and vaccination dates.

NOTE: Students, visitors, volunteers and contractors are required to present photo identification along with proof of vaccination.

### **14. How do I access/print my COVID-19 Vaccine Records?**

Register for an account or log in to your MySaskHealthRecord account to access/print your COVID-19 vaccine record.

### **15. If I am sending a screenshot of my vaccination status, what should be included in the screenshot?**

You can send a screenshot of your QR code. Alternatively, under 'show details' in the App, you can take a screenshot that includes your first and last name, the dates you were vaccinated and your vaccination status.

### **16. If my vaccination status changes, how do I update it?**

Individuals who become fully vaccinated after November 18, 2021, can submit their updated proof of full vaccination through the same methods outlined in question 2.

### **17. What options do I have if I do not want to disclose my vaccination status?**

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.

**18. What am I required to do if I am not fully vaccinated within the required timelines?**

If you are not fully vaccinated by November 22, 2021, you 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.

**19. If I am fully vaccinated, am I still required to wear a mask on campus?**

All current COVID health and safety protocols remain in place - including the requirement to wear a mask.

**20. If I am fully vaccinated, can I attend campus if I am sick?**

No. Do not come on campus if you are sick, have flu- or cold-related symptoms. Staying at home and taking care of yourself when sick is important for your health and reduces exposure to others. Contact the HealthLine for further direction.

**21. If I had COVID-19 and recovered, do I still need to get vaccinated?**

Yes, individuals who have recovered from COVID-19 are still required to be fully vaccinated or to provide proof of a negative COVID-19 test.

**Testing**

**22. Who is required to submit proof of a negative COVID-19 test?**

Individuals covered by the scope of the COVID-19 Additional Measures Policy, who have not shown proof of full vaccination, are partially vaccinated, are not vaccinated, or who chose not to disclose their vaccination status are required to provide proof of a negative COVID-19 test.

**23. Will testing be expanded to include those who are fully vaccinated and/or are concerned they have been exposed to COVID-19?**

No. Only individuals covered by the scope of the COVID-19 Additional Measures Policy, who have not shown proof of full vaccination, are partially vaccinated, are not vaccinated, or who chose not to disclose their vaccination status are required to provide proof of a negative COVID-19 test.

Individuals who are concerned that they have been exposed to COVID-19 should contact the HealthLine for further direction.

**24. How often do I have to provide proof of negative COVID-19 test?**

Students, employees and volunteers who are not fully vaccinated shall provide proof of a negative COVID-19 test every seven (7) calendar days.

**25. What options do I have if I do not want to disclose my vaccination status nor take a COVID-19 test?**

Individuals who do not want to disclose their vaccination status or take a COVID-19 test will not be permitted to access any college location. They will be in violation of the COVID-19 Additional Measures policy and 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.

**26. What is considered acceptable proof of a negative COVID-19 test?**

Acceptable proof of Negative COVID-19 Test includes:

- results of a rapid antigen test or a polymerase chain reaction (PCR) test from labs offering testing services for a fee;
- results of a rapid antigen test performed on campus by an approved testing service; or
- any other test for SARS-CoV-2 approved by the Minister of Health.

All proof of negative COVID-19 tests must include the individual's first name, last name and test date, which must be within the previous seven (7) calendar days.

A self-administered take-home rapid antigen test will NOT be accepted as valid proof of negative COVID-19 test results.

**27. Who will be administering the on-campus COVID-19 testing until December? How do I find out when I can get tested?**

Canmar Occupational Testing will be administering on-campus rapid antigen testing for Great Plains College. Canmar will provide test results directly to Great Plains College. A weekly schedule will be emailed to Great Plains College staff and students who require testing.

**28. When does the on-campus COVID-19 testing start at Great Plains College?**

On-campus testing will begin the week of November 15, 2021.

**29. Who is eligible to participate in the on-campus COVID-19 testing provided by Canmar?**

Great Plains college employees, students, volunteers, management, board members and students who are doing their work placement at Great Plains College are eligible to participate in the on-campus COVID testing.

**30. If I am fully vaccinated and I have provided proof of full vaccination, can I use the on-campus rapid testing if I choose to?**

No. The on-campus testing is available specifically for staff and students who are not fully vaccinated, or who have chosen not to disclose their vaccination status, and are required to provide proof of a negative COVID-19 test in order to access campus.

**31. Will the on-campus COVID-19 testing be scheduled during work/school hours?**

Yes. This on-campus testing is designed to accommodate employees and students, so will be provided during work/school hours from November 15 until December 22, 2021. A weekly schedule will be emailed to individuals that require testing.

From November 15 until December 22, 2021, individuals who choose to obtain a test from another approved testing service may do so on their own time and at their own expense.

**32. What if I miss the scheduled day of COVID-19 testing at my campus? Can I go get a different test?**

Yes. COVID-19 tests approved by the Minister of Health and administered at an approved testing site will be accepted. These tests must be taken on the individual's own time and at their own expense. In these cases, the individual is also responsible to submit the COVID-19 test results to the college using one of the identified methods. Self-administered take-home rapid antigen test results will not be accepted.

**33. Where can I get tested for COVID-19 after Great Plains College no longer provides this service (after December 22, 2021)?**

A list of approved labs offering testing services is available on the [Government of Saskatchewan's website](#).

**34. What kind of rapid antigen COVID-19 tests will be used by Canmar Occupational Testing?**

The test used by Canmar Occupational Testing will be the Health Canada BTNX Rapid Response® COVID-19 Antigen Rapid Test Device. It is easy to use as a shallow nose swab for the direct and qualitative detection of SARS-CoV-2 viral nucleoprotein antigens from nasal secretion samples. Results are available within 15 minutes.

**35. Who is paying for the COVID-19 testing that is provided on-campus?**

Great Plains College has contracted Canmar Occupational Testing to administer on-campus rapid antigen testing for employees and students until December 22, 2021. The college is paying for these tests. After December 22, 2021, individuals are responsible to obtain a COVID-19 test on their own time and at their own expense.

**36. What do I do if my COVID-19 rapid antigen test is positive?**

You will be given instructions by the lab that performed the test. Typically, the next step is to obtain a polymerase chain reaction (PCR) test through the Saskatchewan Health Authority to determine if you have COVID-19. In these cases, you are required to stay off-campus until Public Health has cleared you to return.

**37. Can I receive a copy of my COVID-19 rapid test result from Canmar when they complete on-campus rapid antigen tests?**

Yes. Canmar will provide you with a copy of your test results. You will be asked to sign a release form so that Canmar can share test results directly with the college. If you do not wish to sign the release, you will be responsible for submitting your test results directly to Great Plains College.

IMPORTANT: Great Plains College considers these test results valid for seven (7) calendar days. However, outside of Great Plains College, these test results are only valid for 72 hours.

**38. How will compliance with weekly COVID-19 testing be monitored?**

While Canmar is administering the on-campus rapid testing for Great Plains College, they will provide test results directly to the college for all individuals who have signed the release form. These test results, as well as results submitted directly to the college by individuals, will be reviewed to ensure compliance to the seven-day proof of testing requirement. Student Services will follow up with students who have not complied. Human Resources will follow up with employees who have not complied.

Beginning on January 4, 2022, employees and students will be required to submit their own negative COVID-19 test results every seven (7) calendar days to remain in compliance with the COVID-19 Additional Measures Policy. Student Services will be tracking and monitoring test result for students. Human Resources will be tracking and monitoring test results for employees.

**39. Will Great Plains College accept less invasive forms of COVID-19 testing such as saliva tests?**

Great Plains College will accept COVID-19 tests approved by the Minister of Health and administered at an approved testing site.

## **Employees**

### **40. Are employees required to show proof of full vaccination or proof of a negative COVID-19 test to go to a different campus?**

No. The proof employees submit to Human Resources satisfies requirements for all campus locations.

### **41. Will I be compensated for time off or travel expenses to get a COVID-19 test?**

On-campus testing is designed to accommodate employees, so will be provided during work hours from November 15 until December 22, 2021. Employees who choose to obtain a test from another approved testing service during this timeframe may do so on their own time and at their own expense.

After January 4, 2022, when testing is no longer available on campus, employees will not be compensated for the cost of obtaining a COVID-19 test nor travelling costs. Testing will be done on the employee's own time and at their own expense.

### **42. Will I be compensated for time off to get a COVID-19 vaccination?**

Yes. 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 the COVID-19 Additional Measures Policy.

### **43. Does the policy apply to staff who work 100 per cent remote as outlined in the Great Plains College Re-Open Plan?**

Yes. Staff who work from home are required to come to campus as needed. Therefore, they must provide proof of full vaccination or negative COVID-19 test results as outlined in the COVID-19 Additional Measures Policy. Refer to question 4 for additional clarification.

## **Students**

### **44. Is there an extended refund policy in place for students?**

Yes. The refund schedule was extended for many programs until October 29. Refer to <https://www.greatplainscollege.ca/admissions-scholarships/fees-tuition/refund-schedule> for details.

### **45. Will proof of vaccination be required as part of the application / registration process at Great Plains College?**

Yes.

### **46. Are Skills and Safety Training (SST) students required to show proof of vaccination status or proof of a negative COVID-19 test?**

Yes. Any SST student taking skills and safety training courses at a college campus or an external facility rented by the college are required to show photo identification and proof of full vaccination or proof of a negative COVID-19 test upon arrival.

SST students who take courses 100 per cent online or attend custom courses offered at a client's site, rather than a Great Plains College campus or external facility rented by the college will not be required to provide proof of vaccination or proof of a negative COVID-19 test.

**47. When providing ESL training off-site, do staff and students require proof of vaccination or negative test results?**

Yes. Staff and students of the college are required to provide proof of vaccination or negative COVID-19 test results when at a college campus or an external facility rented by the college.

LINC students who study 100 per cent online, with no requirement to be on campus, will not be required to provide proof of vaccination or proof of a negative COVID-19 test.

LINC instructors who teach 100 per cent online and who do not have any additional contracts, with no requirement to be on campus at any time, will not be required to provide proof of vaccination or proof of a negative COVID-19 test.

**48. I am an international student and do not yet have my Saskatchewan Health Card. How can I get vaccinated with a Health Canada authorized vaccine?**

International students without a health services card number can only be immunized by public health immunizers (i.e. cannot be vaccinated at pharmacies). International students are required to call 1-833-SASKVAX (1-833-727-5829) to book their vaccine appointment.

**Visitors/Contractors/Volunteers**

**49. Do visitors and contractors have to show proof of vaccination or proof of a negative COVID-19 test? How are we monitoring compliance?**

Yes. Upon arrival to campus, visitors and contractors are required to present identification as well as proof of full vaccination or proof of a negative COVID-19 test from within the previous seven (7) calendar days.

Scheduled visitors and contractors will provide their proof to the GPC employee who arranged the on-campus appointment. Unscheduled visitors will provide their proof to the Administrative Assistant or staff member at the reception desk.

**50. Do volunteers have to show proof of vaccination or proof of a negative COVID-19 test?**

Yes. Volunteers are required to follow the same procedures as employees to submit their vaccination status and proof of full vaccination or proof of a negative COVID-19 test.

- Volunteers are required to submit a completed Vaccination Status Declaration Form to [gpchr-COVID19@greatplainscollege.ca](mailto:gpchr-COVID19@greatplainscollege.ca).
- Volunteers are required to provide proof of full vaccination or proof of a negative COVID-19 test via email to [gpchr-COVID19@greatplainscollege.ca](mailto:gpchr-COVID19@greatplainscollege.ca) or by contacting the Human Resources Administrative Assistant to provide visual verification.

**Privacy and Human Rights**

**51. Is this policy in compliance with Privacy Legislation and the Saskatchewan Human Rights Code?**

Great Plains College has an obligation to protect the health and safety of students and staff. We have decided vaccination is the best way to do this. We are permitted to collect personal information for a purpose that relates to an existing or proposed program or activity of the college. We need to collect some personal information about vaccination status in order to administer this program.

The [Saskatchewan Human Rights Commission](#) has addressed whether or not vaccine policies are discriminatory. Vaccine mandates requiring proof of vaccination or negative testing are generally permissible under the *Saskatchewan Human Rights Code, 2018*, so



long as individuals who are unable to be vaccinated due to a code-protected characteristic are reasonably accommodated. The code does not protect those who are objected to getting the vaccine due to personal preference.

**52. How can I be assured my personal health information is private?**

The college is committed to protecting the privacy of college community members. We will only be collecting the least amount necessary and limiting access, use and retention of the information. This information will be protected in accordance with the College Privacy Policy and The Local Authority Freedom of Information and Protection of Privacy Act. The college is developing a secure system to collect and track information. Access to this information will be limited. Only those who have a need to know to administer and enforce this program may have access to this information on an identifiable level and information will only be retained as long as is necessary to support the program.

**53. Who will know my vaccination status?**

Your vaccination status will remain private and confidential. Information collected through vaccination verification will only be accessible by those administering the process. All Great Plains College staff are required to sign confidentiality agreements as part of their employment with the college, so you can be assured that the staff assigned to administer this process will maintain confidentiality.

**54. How long will the college retain vaccination and testing records?**

The college will only retain this information as long as it is necessary to support the policy and program.

**55. How do I submit a request for human rights exception to this policy?**

If you are not able to receive the COVID-19 vaccine due to a protected ground in the Human Rights Code, you can submit an exception request. Exception requests must state the protected ground for which you are requesting exception (eg: medical disability) and include documentation to support your request (eg: doctor's note stating that you are medically unable to get the COVID-19 vaccination). Each request will be considered on a case-by-case basis and if necessary, accommodations will be made (eg: in lieu of full vaccination, the individual will be able to access campus if he/she provides proof of negative COVID-19 test every seven days).

- Student exemption requests are to be submitted to the Student Adviser.
- Employee exemption requests are to be submitted to the Director of Human Resources.