

Proof of Vaccine Policy Program - Staff Compliance

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

Category:	A. General
Parent Policy:	A48 Proof of Vaccine (POV) Policy Program
Approval Date:	November 30, 2021
Effective Date:	November 30, 2021
Procedure Owner:	Chief Human Resources Officer

Overview:	<p>On September 20, 2021 Olds College implemented a Proof of Vaccine Policy Program in order to uphold the integrity of our learning environment by continuing to offer access to hands-on, in-person learning in a safe environment for our staff and students.</p> <p>This procedure shall be in effect as long as the Proof of Vaccine (POV) Policy Program is in place to support campus operations relating to the program and to provide transparency to staff and students.</p> <p>The College's Emergency Operations Team is authorized to make changes to this procedure as necessary and to ensure alignment with the Covid related information at www.oldscollege.ca/COVID-19.</p>
Procedures:	<p>To demonstrate compliance with the POV program, Olds College Staff are required to either:</p> <ul style="list-style-type: none"> ● provide proof of vaccination, ● provide documentation of a medical exemption (PCR or rapid tests are required), or ● provide proof of a privately-paid negative PCR or rapid test (twice weekly as noted below). <p>At any time, Staff may be requested to produce proof of compliance and valid Identification.</p> <p>Submission of Proof of Vaccine Policy Program Documentation</p> <ul style="list-style-type: none"> ● Documentation including proof of vaccination, documentation of medical exemption or negative test results are submitted through the Olds College Alert App. ● Only Provincial / Territorial QR Codes are accepted as proof of vaccination.

- From January 3, 2022, Staff who are not fully immunized are required to submit negative, privately-paid, PCR or rapid test results by the noon deadline every Monday and Thursday (tests results are valid if within 24 hours of the deadline). Rapid test submissions outside of these deadlines are not accepted.
- Staff are responsible for submitting documentation in a timely manner to the Human Resources team to remain compliant.
- All submitted documents are reviewed and updates are provided to the direct supervisor's department report.

Staff instructing exclusively Online or Off-Campus courses

- Staff without on-campus requirements may wish to attend Olds College (e.g., access library, meet with students, faculty or staff).
- In these cases Staff are required to demonstrate compliance with the POV program by submitting proof of vaccination or rapid test. This is submitted through the Olds College Alert App.

Fraudulent Documentation

- Suspected fraudulent documentation will be investigated.
- Submission of fraudulent documents may be subject to progressive discipline as per the Staff Code of Conduct

Non-compliance Outcomes

- Staff who are out of compliance are ineligible to access campus and the following outcomes will occur:
- Access to the College's network, will be disabled;
- Non-compliance may be addressed via the Staff Code of Conduct and can result in further disciplinary action, up to and including termination of employment.

Rapid Testing

- We accept third-party validated results that include name, time, date and result (for example a test result from a local pharmacy)
- As stated on the Government of Alberta's website, tests must be privately-paid, Health Canada approved rapid antigen, rapid PCR or lab-based PCR tests.
- Valid test results should be a written or printed copy that clearly outlines the type of test, time of sample collection, clear indication of a negative result, and laboratory/pharmacy that conducted the test.
- Photos of a self-administered rapid test result is not sufficient.
- At-home testing kits can be brought to the Health and Wellness Centre. The at-home test must be unopened and administered in front of a health and wellness team member. Walk in appointments are available on a first come first serve basis. This service will be offered on Mondays and Thursdays until further notice.
- Do not bring completed self-tests or rapid tests to businesses due to communicable disease risk.

- Tests must not be from Alberta Health Services or Alberta Precision Laboratories.

Covid-19 Positive and Rapid Test Exemption

Individuals who have tested positive for Covid-19 may not be able to produce a negative test result for up to 90 days after recovery. To demonstrate compliance with the Government of Alberta’s Proof of Vaccine Policy Program, a signed declaration and proof of positive Covid-19 diagnosis is required (the appropriate form is available upon request from the Manager Health Safety and Security). An approval can exempt individuals from rapid test requirements for a period of up to 30 days. A rapid test is required at the end of the 30 days:

- An individual with a positive rapid test result may apply for an extension.
- An individual with a negative rapid test result will no longer have a rapid test exemption.

Protection of Privacy - Personal information provided is collected in accordance with Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (the FOIP Act) and will be protected under Part 2 of that Act. It will be used for the purpose of compliance with Government of Alberta Public Health Orders and the College’s Proof of Vaccine Program.

Should you require further information about collection, use and disclosure of personal information, please contact Heather Steckly, Chief of Staff / FOIP Coordinator by email at hsteckly@oldscollege.ca or by telephone at 403-556-8300.

Definitions:

Related Information:

[Proof of Vaccine Policy Program](#)

Review Period:

1 Year

Revision History:

November 2021: New