

PROOF OF VACCINE POLICY: COMPLIANCE

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

Category:	General
Policy Number:	A48
Approval Date:	September 20, 2021
Effective Date:	September 20, 2021
Policy Owner:	Chief Human Resources Officer and AVP Students and Registrar
Objective:	In accordance with Public Health Order 42-2021: Publicly funded post-secondary institutions that have established a Proof of Vaccine Policy Program are exempt from the physical distancing restrictions in classrooms, lecture halls, research facilities and laboratories.
Policy:	<p>Prior to coming onto campus, Olds College staff and students are required to either:</p> <ul style="list-style-type: none"> ● provide proof of vaccination, ● provide documentation of a medical exemption, or ● provide proof of a privately-paid negative PCR or rapid test that has been completed within 72 hours of each daily attendance on campus. <p>Olds College has put in place a compliance policy to monitor and ensure compliance and enforcement of its proof of vaccine policy.</p> <ol style="list-style-type: none"> 1. The Emergency Operations Team, with support from all People Managers across the campus, will monitor the program for compliance. 2. Proof of vaccination, medical exemption or rapid tests results are submitted via the Olds College Alert App or submitted in person at Human Resources (staff) or the Health and Wellness Centre (students). 3. 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.

	<ol style="list-style-type: none"> 4. Staff who are not in compliance may be able to continue to work remotely with the agreement of their manager through the Olds College Dynamic Work Model Program. If they are not able to work remotely, they may choose to take vacation days (if accrued) or be put on an unpaid leave of absence. All alternate work arrangements must be approved by their manager. 5. Non-compliance or providing false information concerning vaccine status or test results will be considered misconduct and individuals will be subject to disciplinary action according to the Employee Code of Conduct and the Student Code of Conduct. 6. Students who are not in compliance will also have Learning Management System Access revoked. Reconciliation of campus attendance and eligibility is conducted by Program Areas, Athletics and Residence Services with support from the Office of the Registrar.
Definitions:	
Related Information:	CMOH Health Order #42-2021
Related Procedures:	Student Compliance Staff Compliance
Review Period:	6 months
Revision History:	September 2021: New