

4.20 - COVID-19 Proof of Vaccination – Policy

Approved: September 21, 2021

1. Purpose

Carlton Trail College (“**Carlton Trail**”) is committed to ensuring the health and safety of our head office, campuses, and other program locations (“**College locations**”). Since the outset of the COVID-19 pandemic, our highest priority has been (and always will remain) the health and safety of our people, their families, and the communities in which we live and work. Given the recent surge of COVID-19 infection rates driven by the Delta variant, particularly among individuals who are not fully vaccinated, it is critical that we use all available tools at our disposal to ensure that our premises are as safe as possible. In that regard, 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 the community.

Carlton Trail strongly encourages all employees and students, other than any for whom it is not medically recommended, to obtain a COVID-19 vaccination at their first opportunity.

As a result of the COVID-19 pandemic, individuals who are not vaccinated pose a greater risk to their personal health and safety. Accordingly, as per [Policy 4.19](#), this Vaccination Policy (the “**Policy**”) implements certain requirements regarding the COVID-19 vaccination, such that the risk of transmission at College locations is reduced.

Employees and students who are not vaccinated or choose not to disclose their vaccination status to Carlton Trail will be required to provide Carlton Trail with regular and frequent negative COVID-19 test results.

This Policy will be reviewed and updated in the event that provincial legislation and public health orders regarding vaccination are amended.

2. Scope and Application

This Policy applies to all of Carlton Trail College Board of Directors, employees, students, consultants, contractors, visitors, and agents. This Policy applies while working and learning in-person or remotely. This Policy also applies to employees of consultants and contractors who are required to attend College locations.

Carlton Trail has determined that the nature of the work at College locations necessitates the implementation of COVID-19 control measures, including vaccination.

For the purposes of this Policy, “vaccination” or “vaccinated” means:

- 14 days after the receipt of the second dose of an approved COVID-19 vaccination;
- where multiple doses of the particular COVID-19 vaccination are required, the receipt of the most advanced vaccination dose that the individual is eligible for;
- where a future COVID-19 booster vaccination is required, the receipt of any future COVID-19 booster vaccination that the individual is eligible for;

- where an existing or future single dose of COVID-19 vaccine is approved by Health Canada that would allow an individual, after receipt, to be deemed fully vaccinated.

Where an individual becomes eligible for a further dose of a particular COVID-19 vaccination or any future COVID-19 booster, the individual has a 10-day grace period (or such longer period as may be determined reasonable by Carlton Trail) to make arrangements to obtain the dose/booster.

Individuals who are not vaccinated or who choose not to disclose their vaccination status to Carlton Trail by **October 22, 2021**, will be required to provide regular and frequent negative COVID-19 test results to the organization. Starting **December 3, 2021**, proof of negative COVID-19 test results will need to be submitted every seven (7) days. Individuals will also be expected to abide by the COVID-19 Mitigation Measures not to attend work or school activities while sick. Further details regarding testing and other required protocol will be provided to these individuals.

All Board members, employees, and students of Carlton Trail will be responsible for paying any costs related to their COVID-19 testing, outside of paid working/classroom hours.

3. COVID-19 Vaccination

As outlined above, vaccination/vaccinated within the meaning of this Policy includes the receipt of the most advanced vaccination dose/booster that the individual is eligible for.

Carlton Trail will continue to support employees and students throughout Canada's COVID-19 Immunization Plan including permitting individuals to attend vaccination appointments, respecting employee and student privacy, and exercising proper collection, storage, and destruction of personal information in accordance with privacy laws.

All employees of Carlton Trail will be paid for time taken to receive COVID-19 vaccinations up to three (3) consecutive total hours, 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.

4. Duty of Individuals

1. Carlton Trail encourages all individuals subject to this Policy to provide satisfactory verification of their vaccination status. All individuals subject to this Policy are encouraged to complete the **COVID-19 Vaccination Form (Appendix 1)** as attached to this Policy. This information will be kept as confidential as possible in accordance with privacy laws. An individual will only be considered "vaccinated" where satisfactory verification (in the opinion of Carlton Trail) is provided.
2. All individuals have a duty to follow all applicable COVID-19 protocols 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.
3. All individuals, including employees and students, are required to wear a mask while indoors at College locations, in accordance with provincial health measures and/or College-wide health procedures.
4. It is strongly encouraged that all individuals practice good hand hygiene.
5. Even after being vaccinated, individuals must not attend College locations if they exhibit any symptom(s) of COVID-19. Such individuals must contact their instructor, their supervisor, or their

appropriate contact personnel and follow any reasonable screening, isolation, or testing requirement imposed by Carlton Trail prior to returning to work/class activities.

6. Individuals subject to this Policy who are not vaccinated or who choose not to disclose their vaccination status to Carlton Trail will be required to provide Carlton Trail with once per week (i.e., every seven (7) days) negative COVID-19 test results beginning **December 3, 2021**, in order to attend College locations for any work/class activities.

5. Exceptions

Exceptions from any requirement to wear a mask based on protected human rights grounds will be considered on a case-by-case basis. Such requests must be directed to Human Resources. Individuals requesting an exception will be required to provide appropriate documentation to support their request.

Individuals who have approved exceptions may or may not be permitted to attend College locations and campuses and will be accommodated to the point of undue hardship as required by law.

6. 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 (i.e., the least information necessary for administering this Policy will be collected and maintained by Carlton Trail in a secure and confidential manner and securely destroyed). Please see the attached **COVID-19 Vaccination Form (Appendix 1)** as well as the Carlton Trail College Records Retention and Disposal Policy and Privacy Policy for more details.

7. Consequences of Non-Compliance

Individuals who attend College locations in violation of this Policy will be subject to corrective measures. For employees of Carlton Trail, such corrective measures include disciplinary action up to and including termination of employment. For students of Carlton Trail, such corrective measures include suspension and expulsion. For individuals that are not employees of Carlton Trail, such as visitors or contractors, such corrective measures may include a permanent ban from Carlton Trail College locations.

8. Administration of this Policy

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

Carlton Trail is responsible for the administration of this Policy. If you have any questions regarding this Policy or any questions that are not addressed in this Policy, you may contact Amy Yeager, President and CEO.

Employee/Student Name: _____

Signature: _____

Date: _____

Appendix 1:

COVID-19 Vaccination Form

Carlton Trail is implementing a Vaccination Policy across the organization for all of Carlton Trail's Board of Directors, employees, students, consultants, contractors, visitors, and agents. This Policy applies while working and learning in-person or remotely. This Policy also applies to employees of consultants and contractors who are required to attend Carlton Trail's worksites.

For the purposes of this Policy, "vaccination" or "vaccinated" means:

- 14 days after the receipt of the second dose of an approved COVID-19 vaccination;
- where multiple doses of the particular COVID-19 vaccination are required, the receipt of the most advanced vaccination dose that the individual is eligible for;
- where a future COVID-19 booster vaccination is required, the receipt of any future COVID-19 booster vaccination that the individual is eligible for;
- where an existing or future single dose COVID-19 vaccine is approved by Health Canada that would allow an individual, after receipt, to be deemed fully vaccinated.

Where an individual becomes eligible for a further dose of a particular COVID-19 vaccination or any future COVID-19 booster, the individual has a 10-day grace period (or such longer period as may be determined reasonable by Carlton Trail) to make arrangements to obtain the dose/booster.

Individuals who are not vaccinated or choose not to disclose their vaccination status to Carlton Trail will be required to provide Carlton Trail with regular and frequent negative COVID-19 test results whether they are working or learning in-person or remotely. Further details regarding testing and other required protocol will be provided to these individuals.

All employees and students of Carlton Trail will be responsible for paying any costs related to their COVID-19 testing, outside of paid working hours.

I understand that

- Carlton Trail is collecting vaccination status from all employees and students.
- Carlton Trail will use this information to support a safe working environment and to comply with required laws.
- All COVID-19 and general health and safety policies remain in effect.
- I will continue to monitor for my symptoms and will comply with public health and personal health care practitioner direction if I experience COVID-19 symptoms.
- If I did not disclose that I am fully vaccinated, refused to provide acceptable documentation of my vaccination status, or I have not provided applicable documentation due to a requested accommodation and I wish to do so in the future, then I will complete a new COVID-19 vaccination form and provide the required documentation of my fully vaccinated status.

Access to Personal Information

Access to this information is limited within Carlton Trail College on a strict, need-to-know basis to certain employees, including:

- Your direct supervisor
- Program Coordinator or Assistant (if a student)
- Human Resources employees
- Senior Leadership employees, if required

Excluding human resources personnel, other employees identified above will only have access to your personal information that states whether you are fully vaccinated or not.

If you have provided acceptable documentation of your fully vaccinated status or for a mask exemption, only human resources personnel will have access to such documentation and it will be securely managed according to the Carlton Trail College [Records Retention and Disposal Policy](#) and [Privacy Policy](#).

This information will not be disclosed to any external body unless required by law or where required for health and safety purposes.

Proof of Vaccination

The preferred method of proving vaccination status is by providing Carlton Trail College a government-issued QR code confirming vaccination status. However, the following methods may also be considered valid proof of vaccination status:

- A photo of a government-issued vaccination card or vaccination certificate;
- A copy of a government-issued digital immunization record (including MySaskHealthRecord from eHealth Saskatchewan);
- A copy of a government email confirmation of Vaccination Status (where applicable).

Attestation

- I acknowledge and agree that I have read this form and that I understand the information in it.

Name (print): _____

Program currently enrolled (if applicable): _____

Work or program location: _____

Signature: _____

Date: _____

Vaccine Status Declaration

- I am fully vaccinated.
- I am partially vaccinated.

Date eligible for 2nd dose of vaccine: _____

- I am not vaccinated.
- I choose not to disclose.

Name (print): _____

Signature: _____

Date: _____

Form Submission

Please send a copy of this completed form and any required documentation to covid19@carltontrailcollege.com by **October 22, 2021**. If you do not complete and submit this form and required documentation by **October 22, 2021**, you will be subject to disciplinary action, up to and including termination of employment for employees or discontinuation of enrollment for students.

If you selected fully vaccinated, please attach a copy of the documentation of your fully vaccinated status.

If you selected partially vaccinated, please attach a copy of the documentation of your first dose and provide proof of second dose when you have received it. You will be required to provide Carlton Trail with regular and frequent negative COVID-19 test results until two weeks after proof of a second dose are provided.

Note: You do not need to submit your health card number ("HSN"), Date of Birth, or Age. You can redact or obscure this information before submitting it.