

AP 415 - COVID-19 VACCINATION AND TESTING

BACKGROUND

Saskatoon Public Schools is committed to taking precautions necessary to protect the health and safety of students and employees and to provide and maintain a safe working and learning environment for all.

Vaccination has been shown to effectively mitigate COVID-19 virus transmission and protect vaccinated individuals from severe consequences of COVID-19.

This administrative procedure is designed to:

- encourage maximized COVID-19 vaccination rates among division employees as one of the critical control measures to reduce the impact of COVID-19; and
- utilize testing of those who are unvaccinated to reduce the chances that division employees and other individuals are COVID-19 positive when they come to division facilities.

Due to the evolving nature of COVID-19, and regular changes to direction or advice from the Ministry of Education and public health officials, this procedure will be updated as required.

DEFINITIONS

Division Facility – means any building or vehicle owned, leased, or operated by the division or by a party who has a contract to provide services to the division and specifically includes, but is not limited to, schools, offices, school buses and taxis.

Employees - means all individuals employed by the division on a permanent, substitute, replacement, or temporary basis.

Fully Vaccinated - means 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 14 or more days have passed since the individual received the last of the recommended number of doses.

Proof of Vaccination - means documentation verifying receipt of a vaccination series approved by Saskatchewan Health which may include one of the following:

- QR code as issued by the province of Saskatchewan
- a copy of vaccination record obtained online through MySaskHealthRecord
- a vaccine printout from Public Health
- wallet card issued at time of vaccination by Saskatchewan Health Authority

Vaccine - means a COVID-19 vaccine approved by the World Health Organization and currently includes Moderna Spikevax, Pfizer-BioNTech Comirnaty, AstraZeneca Vaxzevria, and Janssen (Johnson & Johnson).

APPLICATION AND SCOPE

1. This procedure applies to the following individuals but is not limited to:
 - 1.1. all division employees, including but not limited to permanent, temporary, substitute and casual employees
 - 1.2. Trustees
 - 1.3. all contracted student transportation drivers
 - 1.4. the following individuals who attend a division facility or engage in division related activities or functions and have direct contact with division employees or students (“other individuals”):
 - 1.4.1. individuals on educational or professional placements, internships, co-op placements, or apprenticeship programs
 - 1.4.2. parents, caregivers and volunteers who are actively participating in school-based activities (i.e. serving hot lunch, field trips, coaching)
 - 1.4.3. contractors who are at division facilities during school and office hours (as the case may be)
 - 1.4.4. those who provide professional services to children at school and
 - 1.4.5. other members of organizations not related to the division but who nevertheless work on or are invited onto division premises or deliver services (e.g., affiliated registered medical/health professionals, preschools, childcare providers, after school program administrators, student nutrition program volunteers, guest speakers and tenants).

DISCLOSURE OF VACCINATION STATUS

1. All persons, including employees, who attend a division facility or engage in division related activities must disclose their vaccination status as defined in this procedure.
 - 1.1. Employees shall provide a declaration of their vaccination status. This will be completed through an online form that is submitted to Human Resources.
 - 1.2. Employees who declare they are fully vaccinated, shall present proof of vaccination and proof of identification upon request.
 - 1.3. Other individuals shall present proof of vaccination and proof of identification to the principal or other school designated officials.
2. Employees who declare they are not vaccinated, are unable or are unwilling to present proof of vaccination status must undergo regular COVID-19 testing.
3. All other individuals who are unable or unwilling to present proof of vaccination status must provide a negative COVID-19 test result prior to entering division facilities or engaging in division related activities.
4. The division will follow the accommodation process outlined in Administrative Procedure 414 – Duty to Accommodate when determining if an accommodation might be appropriate.

TESTING REQUIREMENTS

1. All individuals covered by this procedure who are not fully vaccinated or who have not disclosed their vaccination status, must provide proof of a valid negative COVID-19 test from a testing site approved by the Ministry of Health. Testing requirements will come into effect on November 29, 2021.
 - 1.1. Employees shall provide proof of a negative result to a Human Resources in order to attend a division facility every seven (7) days.
 - 1.2. All others shall provide proof of a negative test result to principals/supervisors/appropriate personnel.
 - 1.3. Tests must be completed within 72 hours of submission.
 - 1.4. Tests from an approved testing site will include:
 - 1.4.1. a polymerase chain reaction (PCR) test for SARS-CoV-2
 - 1.4.2. a point-of-care antigen (rapid) test for SARS-CoV-2
 - 1.4.3. any other test for SARS-CoV-2 approved by the minister of Health
2. Entry into the division facility or participation in division work-related activities will only be permitted for those who test negative.
3. An employee is not required to provide proof of a negative test result if the employee is on vacation or a leave of absence. The employee is expected to resume their schedule of providing a negative test result when they return from vacation or leave of absence.
4. The division will adjust testing requirements as necessary and in accordance with public health guidance.

COST OF TESTS

1. Employees who choose to show evidence of a negative COVID-19 test, must take the test outside work hours and are responsible for any costs associated with testing.
2. All others are responsible for any costs associated with testing.

POSITIVE TEST

1. An employee who receives a positive test result must follow direction from a medical health officer. Processes should follow those outlined in the division staff handbooks.
2. Any individual who receives a positive test result and is not an employee will be denied entry to any division facility and will be encouraged to call 811 and self-isolate until such time as a medical health officer determines they no longer pose a public health threat.

PROTECTION OF PRIVACY

1. Proof of vaccination or other personal information collected in accordance with this procedure will be kept confidential, stored in a secure location, with use and disclosure in accordance with the Local Authority Freedom of Information and Protection of Privacy Act.

2. Information gathered for the purposes of this procedure will only be used to the extent necessary for the implementation of this procedure, for administering health and safety protocols, and infection and prevention control measures in division facilities.

PREVENTION OF HARASSMENT, BULLYING OR DISCRIMINATION

1. Harassment, bullying, or discrimination of any type against individuals based on their vaccination status, compliance with this procedure, or any other reason will not be tolerated.
 - 1.1. Any employee experiencing or witnessing harassment, bullying, or discrimination are encouraged to report any incidents to their principal/supervisor.

RELEASE TIME FOR OBTAINING VACCINATIONS

1. Employees are encouraged to be vaccinated against COVID-19 and the division supports employees in obtaining their COVID-19 vaccination.
2. Section 6-22.1 of the Occupational Health and Safety Regulations, 2020 provides for leave to employees for the purposes of obtaining vaccinations
 - 2.1. employees must apply to their immediate supervisor for the leave.
 - 2.2. the division will grant up to 3 hours of paid time to an employee for the purpose of obtaining vaccination doses.

COMPLIANCE WITH COVID SAFETY REQUIREMENTS

All individuals entering any division facility shall be required to comply with provincial public health orders and all COVID-19 safety requirements set by the division or by the school, whether or not the individual is fully vaccinated, unless there is a specific exemption under this or other procedures.

LEAVES OF ABSENCE

For the purposes of this procedure, the division will consider applications from employees to access an unpaid leave of absence up to and including the remainder of the 2021-22 school year.

NON-COMPLIANCE

1. It is a violation of this procedure:
 - 1.1. to access a division facility and/or participate in work-related activities without fully complying with this procedure
 - 1.2. to fail to report vaccination status and/or any required COVID-19 testing
 - 1.3. to provide any false, misleading, or otherwise dishonest information or documents to the division in relation to this procedure or
 - 1.4. to otherwise fail to comply with any COVID-19 health or safety precaution requirement put in place by the provincial health orders and the division, whether or not such requirement is expressly set out in this procedure.

2. Employees who fail to comply with this procedure will be subject to an investigation and to administrative or disciplinary action, up to and including termination from their employment.
3. Other individuals who fail to comply with this procedure may be restricted or banned from attending any division facility for such duration as may be determined by the division.

REVIEW

1. The division will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context to ensure that it optimally protects the health and safety of employees in the workplace and the public that they serve.
2. This procedure will be reviewed as required, but at a minimum one (1) year after the effective date.

Reference: The Saskatchewan Employment Act
 The Employers' COVID-19 Emergency Regulations
 The Saskatchewan Occupational Health and Safety Regulations, 2020
 Public Health Agency of Canada

Date Last Revised: October 25, 2021