

Administrative Procedures

AP-309 COVID-19 Vaccination	References: The Education Act, 1995, Sec 190-5 Saskatchewan Human Rights Code 2018 (16) Saskatchewan Human Rights Regulations The Local Authority Freedom of Information and Protection of Privacy Act , 2018 Saskatchewan Employment Act – the Employer’s COVID-19 Emergency Amendment Regulations, 2021 The Saskatchewan Occupational Health and Safety Regulations, 2020 Duty to Accommodate: Guide for School Divisions & STF, 2013	Tracking: Received by Board: October 2021 Updated: January 2022
	Related:	Status:

Background

The North East School Division (NESD) 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 be effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 including variants currently circulating in Saskatchewan.

This procedure is designed to:

- encourage maximized COVID-19 vaccination rates among school division employees, board members, volunteers and contractors as one of the critical control measures to reduce the impact of COVID-19; and
- utilize testing for those who are unvaccinated to reduce the chances that school division employees, board members, volunteers and contractors are COVID positive when they enter Board facilities.

Scope

This procedure applies to all school division employees, board members, volunteers and contractors. It will also apply to any individuals interacting directly with staff or students during school division approved activities. Other individuals are people who provide professional services to children at school and would include registered medical/health professional.

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 on a regular basis.

Definitions

Board Approved Self-Test – refers to a rapid point of care diagnostic test, approved for use by the Government of Canada, performed at or near the place where a specimen is collected, which provides results within minutes rather than hours.

Board Facility – refers to any building or vehicle owned, leased or operated by the school division and specifically includes, but is not limited to, schools, offices, school buses, driver education vehicles, garages and workshops.

Board Member – refers to an elected member of the Board of Education of the North East School Division.

Contractor – Any person or organization that receives payment for the services to students who is not an employee, including but not limited to driver education trainers and tradespersons.

Employees – refers to all individuals employed by the school division on a permanent, replacement, temporary, casual or substitute basis

Fully Vaccinated - refers to having received all of the required doses for a COVID-19 vaccine(s) approved by Health Canada (e.g. two doses of a two-dose vaccine, or one dose of a single-dose vaccine; and having received the final vaccination dose at least 14 days ago)

Proof of Vaccination – refers to documentation verifying receipt of a vaccination series approved by Health Canada which may include one of the following:

- a card issued at time of vaccination by SaskHealth
- a copy of the vaccination record or QR code obtained online through MySaskHealth Record
- a letter of verification of vaccination from a doctor or pharmacist

Vaccine - refers to a COVID-19 vaccine approved by Health Canada and includes Pfizer-Biotech, Moderna, AstraZeneca, and Janssen (Johnson & Johnson).

Volunteer – any person who is unpaid and provides a direct service to students, including but not limited to; members of the School Community Council, parent and community drivers, non-faculty coaches, interns, co-op placements, professional placements, or apprenticeship programs and is not an employee or a contractor as defined above.

Procedures

1. Disclosure of Vaccination

- a. Employees, including those conditionally approved for hire, Board members and interns shall disclose their vaccination status to Human Resources through the approved online Vaccination Verification process.

- b. If not submitted through the Vaccination Verification process, board members, contractors and volunteers shall provide proof of vaccination to the principal or other assigned school division designate on or before their first day being present at a board facility following the implementation of this procedure.
- c. Employees, board members, volunteers, contractors and other individuals who are unable to who are unwilling to confirm that they are fully vaccinated, must complete COVID-19 self-testing and submit as described in this procedure.

2. Proof of Vaccination

- a. Employees, including those conditionally approved for hire, board members and interns shall provide proof of their vaccination to Human Resources through the approved process.
- b. Contractors, volunteers and other individuals shall provide proof of vaccination to the principal or other assigned school division designate.

3. Testing and Daily Self-Monitoring Requirements

- a. Daily Screening Symptom Check
 - i. All individuals covered by this procedure must self-monitor for COVID-19 symptoms on a daily basis.
- b. Testing Requirement
 - i. All individuals covered by this procedure who are not fully vaccinated or who have not disclosed their vaccination status, must undergo Board approved self- test the first working day of each work week beginning December 6, 2021. The negative test must be:
 - i. Presented, in a method determined by the school division, to the principal, immediate supervisor or designated official;
 - ii. Completed outside of working hours; and
 - iii. Taken within the previous 24 hours of presenting it.
 - ii. The Division will adjust testing requirements as necessary and in accordance with public health guidance.
- c. Cost of Tests
 - i. COVID-19 test kits will be provided to employees, board members and volunteers by the Division at no charge. Everyone is encouraged to use this time to obtain their vaccination.

- d. Accommodations
 - i. Any employee who is unable to be vaccinated is encouraged to discuss their situation with Human Resources to determine whether an accommodation under *The Saskatchewan Human Rights Code* might be appropriate.
 - ii. The NESD will accommodate up to undo hardship as defined by the law respecting the areas as outlined as protected grounds under *The Saskatchewan Human Rights Code*.
- e. Positive Tests
 - i. Anyone who tests positive for COVID-19 whether through a lab-based PCR or Rapid Antigen Test are required to:
 - i. Self isolate immediately in accordance with the Public Health Order,
 - ii. Inform their supervisor and close contacts,
 - iii. Enter their absence into the absence management system, and
 - iv. Follow any directions or orders from public health.

4. Protection of Privacy

- a. Proof of vaccination or other personal information collected in accordance with this administrative 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*.
- b. 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 the Boards facilities.

5. Release Time for Obtaining Vaccinations

- a. NESD employees are encouraged to be vaccinated against COVID-19 and the School Division supports employees in obtaining their COVID-19 vaccination.
- b. To minimize disruption in schools, we request that employees attempt to schedule appointments outside of work hours if possible. Where that is not possible, eligible employees must use the normal process for entering a leave in the absence management system in accordance with the following:
 - i. Med Appt - COVID Vac – is up to 3 hours of paid leave is for one vaccination absence (As per section 6-22.1 of the Occupational Health and Safety Regulation, 2020)
 - ii. Sick/Med Support >Medical Appointment – this paid leave is for any additional vaccination appointment(s). Personal Leave, Earned Days Off (EDO), or Banked Time may also be used.
 - iii. Leave without Pay (DLWOP > Hrs Single Day)– Unpaid – this unpaid leave is to be accessed if you do not have time available under 5 b (i) or (ii)

6. Compliance with COVID Safety Requirements

- a. It is a violation of this procedure to:

- i. Fail to report vaccination status or any required COVID -19 test results
 - ii. Provide any false, misleading or otherwise dishonest information or documents to the Division in relation to this administrative procedure
- b. Employees who fail to comply with this procedure may be subject to disciplinary action, up to and including termination from their employment.
- c. Other individuals who fail to comply with this procedure may be restricted or banned from attending any board facility for such duration as may be determined by the school division.

7. Administrative Procedure Review

- a. This Administrative Procedure will be reviewed on an ongoing and regular basis as deemed necessary by the school division to respond to the changes in legislation, regulations and government guidelines as required, but at a minimum one (1) year after the effective date.

This Administrative procedure comes into effect October 27, 2021.