



COVID-19 Vaccination Policy	
Category: Administrative	Approval Date:
Policy Owner: President's Office	Effective Date: January 1, 2022
Policy Administrator: Chief Human Resources Officer	Review Period: March 31, 2022
Recommended by: Service Council	
Associated Documents COVID-19 Vaccination Procedure COVID-19 Exposure Control Plan	

PURPOSE

Red Deer Polytechnic (the “Polytechnic”) has implemented this policy to demonstrate our commitment to protecting the health, safety and well-being of its staff, faculty, students, volunteers, contractors, clients, tenants, vendors, and visitors (collectively, “Polytechnic community”) who will access Red Deer Polytechnic’s premises during the COVID-19 pandemic declared by the World Health Organization.

Vaccinations against COVID-19 are the most effective means to prevent the spread of COVID-19, to prevent outbreaks on our campuses and learning centres and to protect all members of our Polytechnic community.

SCOPE

This policy applies to all Red Deer Polytechnic staff, faculty, students, volunteers, contractors, clients (including those of the fitness centre and childcare centre), tenants, vendors, and visitors (including attendees, participants and spectators for events and games) to the institution’s campuses and facilities, including student residences (tenants and visitors) and to Polytechnic sanctioned events that occur off campus. This policy also applies to Red Deer Polytechnic students participating in in-person practicums, whether they occur on or off our campuses.

POLICY

Vaccination

1. All employees or individuals who are aged 12 and older who intend to physically enter Red Deer Polytechnic premises for any reason are required to be Fully Vaccinated against COVID-19, or provide, at their own expense, a COVID-19 negative test result, as set out in the COVID-19 Vaccination Procedure.
2. Employees hired to commence employment after January 1, 2022, must be Fully Vaccinated or have a Polytechnic approved exemption prior to beginning work.
3. Students enrolling in a program of study with a start date of January 1, 2022, or later must be Fully Vaccinated or have a Polytechnic approved exemption prior to commencing their program of study. Continuing Students and Returning Students currently enrolled in a program of study will be permitted to provide either proof of vaccination or ongoing COVID-19 negative test results for the remainder of the 2021/2022 academic year. All students must meet the vaccination requirements of governing bodies, agencies, organizations or other post-secondary institutions in which they may have their practicums, work integrated learning activities or placements, in addition to meeting the vaccination requirements of Red Deer Polytechnic.
4. Youths aged 12 to 17 participating in indoor youth activities on Red Deer Polytechnic's premises have no requirement to provide proof of vaccination or ongoing COVID-19 negative test results or have a Polytechnic approved exemption. A parent or guardian of the youth must screen the youth for symptoms of COVID-19 prior to the youth participating in the indoor youth activities in accordance with the COVID-19 Alberta Health Daily Checklist (for children under the age of eighteen). Additionally, these participants are required to enter and exit the Red Deer Polytechnic facility through a designated athlete/performer entrance and will not be permitted access to any common areas of the facility.
5. Youths aged 12 to 17 participating in youth/adult combined activities on Red Deer Polytechnic's premises (e.g. drop-in recreation, use of the Collicutt Performance Fitness Zone) will be required to provide proof that they are Fully Vaccinated against COVID-19, or provide, at their own expense, ongoing COVID-19 negative test results or proof of a Polytechnic approved medical exemption and proof of a negative COVID-19 rapid test completed within 72 hours preceding access to the Polytechnic's premises.

Proof of Vaccination

6. All members of the Polytechnic community must provide proof of all COVID-19 vaccine doses received to date, in a form satisfactory to the Polytechnic, in accordance with the COVID-19 Vaccination Procedure.
7. Individuals who refuse to disclose their vaccine status and/or provide proof of vaccination will be treated as unvaccinated for the purposes of this policy.
8. Proof of vaccination collected under this policy shall be securely and confidentially retained, accessed, and used only as follows:

- a. For faculty and staff, to determine fit-for-work status, to manage and administer employment and other working relationships with employees, to address accommodation requests, and to comply with all applicable laws and public health orders that may be in effect, such as the *Occupational Health and Safety Act*; and
 - b. For students, volunteers, clients, contractors, vendors, tenants, and visitors, to determine eligibility to be on the Polytechnic's premises, to control provision of services to those approved to be on our campuses and learning centres, to manage and administer student progression records, to address accommodation requests, and to comply with all applicable laws and public health orders that may be in effect, such as the *Occupational Health and Safety Act*.
9. The personal information provided to Red Deer Polytechnic under this Policy is collected under the authority of the *Freedom of Information and Protection of Privacy (FOIP) Act* - section 33(c). The information will be used only for the purpose of implementing the Red Deer Polytechnic COVID-19 Vaccination Policy and Procedure. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act and can be reviewed upon request subject to the provisions under the Act.
10. Red Deer Polytechnic will reasonably accommodate, to the point of undue hardship, an employee or student who is unable to be vaccinated due to a medical reason or other protected ground under the [Alberta Human Rights Act](#). Red Deer Polytechnic employees or students requesting an accommodation shall do so in accordance with the COVID-19 Vaccination Procedure. Employees or students who have received an approved accommodation may be required to provide proof of an approved negative COVID-19 rapid test completed within 72 hours preceding access to the Polytechnic's premises.
11. Contractors, tenants, and clients employed by another organization requesting a workplace accommodation shall do so in accordance with their applicable workplace accommodation policies.

Rapid Testing

12. Continuing Students, Returning Students and Current Employees who do not provide proof that they are Fully Vaccinated and who do not have an approved exemption will be required to submit to ongoing COVID-19 testing, at their own cost, in order to access the Polytechnic's premises, in accordance with the COVID-19 Vaccination Procedure.

Non-Compliance and Consequences

13. Students, staff, and faculty will be in violation of this policy if they:
- a. Access or attempt to access Red Deer Polytechnic campuses and learning centres without complying with this policy;
 - b. Fail to provide proof of vaccination or a negative test result before accessing or attempt to access to the Polytechnic's premises;
 - c. Provide any false, misleading, or otherwise dishonest information or documents to Red Deer Polytechnic in relation to this policy; or

- d. Otherwise fail to comply with any COVID-19 health and safety protocols put in place by Red Deer Polytechnic, whether or not such requirement is expressly set out in this policy.

14. Consequences and enforcement of this policy will be conducted as follows:

- a. For students, failure to comply with this Policy will be dealt with in accordance with the law and with existing Red Deer Polytechnic policies including, but not limited to [Student Rights and Responsibilities](#) and [Non-academic Misconduct](#) and may result in disciplinary action up to and including expulsion.
- b. For staff and faculty, failure to comply with this Policy will be dealt with in accordance with the law and with existing Red Deer Polytechnic collective agreements, terms and conditions of employment or policies and may include disciplinary action up to and including termination of employment.
- c. In all other cases not outlined in 1. above, except where an employee has been granted an approved accommodation, failure to comply with this Policy shall result in:
 - i. A meeting being held with the employee to discuss their concerns with vaccination against COVID-19 and provide educational materials on the COVID-19 vaccines; and
 - ii. If the employee remains non-compliant with this Policy, the employee will be placed on an unpaid leave of absence.

15. Red Deer Polytechnic may prohibit any individual who is found to be in violation of this Policy from the Polytechnic's premises.

16. Red Deer Polytechnic shall audit compliance with this policy.

17. Red Deer Polytechnic may establish exceptions, introduce or extend deadlines, or amend this policy as may be deemed necessary or deemed prudent by the Polytechnic, having regard to all relevant factors and to ensure the policy's ongoing responsiveness to public health and safety developments and conditions, legal developments, and the Polytechnic's activities and operations.

Contractors, Clients, Tenants, Visitors

18. Contractors, clients, and tenants are expected to follow their employers' policies regarding declarations, proof of vaccination, and exemption applications; however, since the contractor's or tenant's operations reside on the premises of the Polytechnic, their policies and procedures must be aligned with Red Deer Polytechnic's policy and procedures. Contractors, clients, and tenants, when requested by the Polytechnic, will be required to provide authentic proof of full vaccination or provide, at their own expense, a COVID-19 negative test result, as set out in the COVID-19 Vaccination Procedure.

19. Visitors and volunteers to our campus, when requested by the Polytechnic, will be required, to provide proof of full vaccination preceding access to the Polytechnic's premises or provide, at their own expense, an approved COVID-19 negative rapid test

result, or provide proof of a medical exemption as set out in the COVID-19 Vaccination Procedure.

RELATED POLICIES

[Emergency Response and Business Resumption Plan](#)

[Health and Safety Policy](#)

[Employee Code of Conduct Policy](#)

[Information Access and Privacy Policy](#)

[Student Misconduct: Non-academic Policy](#)

[Student Rights & Responsibilities Policy](#)

DEFINITIONS

Polytechnic Community: staff, faculty, students, volunteers, contractors, clients, tenants, vendors and visitors who access Red Deer Polytechnic campuses and learning centres, including indoor and outdoor premises.

Red Deer Polytechnic Premises: includes all Red Deer Polytechnic owned, leased, rented, or controlled buildings, residences, grounds, and vehicles.

COVID-19 Vaccination: One or more doses of a COVID-19 vaccine approved by the World Health Organization (WHO) and authorized for use by Health Canada.

Continuing Student: a student who was registered in at least one course in the Fall 2021 Term, or has completed at least one apprenticeship technical period at Red Deer Polytechnic.

Returning Student: a student who has previously completed course work towards a program or apprenticeship technical period(s) at Red Deer Polytechnic.

Current Employee: an employee who has an existing employment contract at December 21, 2021 and will continue to be employed under the same employment contract beyond January 1, 2022. In the event an employment contract with an employee ends, the individual would be subject to the vaccination requirements as outlined in the policy that takes effect January 1, 2022.

Partially Vaccinated: Individuals who have:

- i. proof of receiving at least one dose of a World Health Organization approved COVID-19 vaccine that has been authorized for use by Health Canada and at least 14 have passed since the date on which the person received the first dose of vaccine.

Fully Vaccinated: Individuals who have:

- i. proof of receiving two doses of a World Health Organization approved COVID-19 vaccine that has been authorized for use by Health Canada in a two-dose vaccine series and at least 14 days have passed since the date on which the person received the second dose of vaccine *OR*

- ii. proof of receiving one dose in a one-dose World Health Organization approved COVID-19 vaccine that has been authorized for use by Health Canada series and at least 14 days have passed since the date on which the person received the one dose of vaccine.
- iii. proof of receiving one additional dose of an mRNA vaccine for individuals who have had a complete or incomplete course/series of a World Health Organization COVID-19 vaccine that has not been authorized for use by Health Canada and has had 14 or more days elapse since the date on which the person received the additional dose of vaccine.

COVID-19 Test: A Health Canada approved rapid screening test, or a lab-based PCR test approved by Health Canada or the lab accreditation body of the jurisdiction in which the test is performed that:

- i. a person has taken within the last 72 hours;
- ii. clearly outlines the laboratory that completed the test, if applicable the type of test, time of sample collection, and clear indication of a negative result; and
- iii. is not sourced from the Alberta Health Services public COVID-19 testing system.

Proof of Vaccination Status: One of the following is acceptable as proof of vaccination:

- i. a picture or paper record of a valid Alberta Health Services, MyHealth Records, pharmacy, First Nations, or physician immunization record prominently displaying the name of the recipient, type of vaccine and date of administration;
- ii. valid Government of Alberta vaccination QR code;
- iii. an immunization record from another Canadian province or territory displaying the name of the recipient, type of vaccine and date of administration;
- iv. Canadian armed forces immunization record, displaying the name of the recipient, type of vaccine and date of administration;
- v. For international travellers, an ArriveCan app and a valid international travel identity of the recipient document is acceptable as proof of vaccination.