



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

PURPOSE

Red Deer Polytechnic's COVID-19 Vaccination Policy was implemented 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.

The policy and these associated procedures apply 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 procedure also applies to Red Deer Polytechnic students participating in in-person practicums, whether they occur on or off our campuses.

As per Red Deer Polytechnic's COVID-19 Vaccination policy, except for specific groups of individuals as defined in the policy, all employees or individuals who are aged 12 or 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. This document outlines procedures related to the vaccination requirements, potential exemptions, document verification, and compliance with the policy.

This procedure shall be reviewed regularly to ensure alignment with public health measures and regulations and to confirm it adequately covers the health and safety risks it addresses.

PROCEDURE

Generally

1. All 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 Polytechnic sanctioned events that occur off campus must comply with the applicable requirements outlined in these Procedures.
2. Vaccination against COVID-19 is 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.

Vaccination Requirements for Employment and Student Enrolment

1. For Winter and Spring 2022 Terms (January 1 to June 30, 2022):
 - a. **Continuing students, returning students and current employees** will be permitted to provide, at their own expense, a COVID-19 negative test result within 72 hours of attend Polytechnic campuses or learning centres if they are not fully vaccinated.
 - b. **New students** must be fully vaccinated for COVID-19 or have a medical exemption approved by Red Deer Polytechnic no later than January 1, 2022 to enroll in any Winter or Spring 2022 Term classes. Exceptions may apply to online learners as discussed in the exemptions section of this procedure.
 - c. **New employees** (hired to commence employment after January 1, 2022) must be fully vaccinated for COVID-19, or have an exemption approved by Red Deer Polytechnic prior to beginning work in order to teach or work at Red Deer Polytechnic.
 - d. All students in practicums, clinical placements and work-integrated learning experiences must be fully vaccinated. All students must also meet the vaccination requirements of governing bodies, agencies, organizations, or other post-secondary institutions in which they may be enrolled, in addition to meeting the vaccination requirements of Red Deer Polytechnic.

Vaccination Verification (Employees & Students)

1. As of November 29, 2021, students and employees are required to upload their proof of vaccination status using the SAFE RDC app.
2. Students and employees who have an approved Red Deer Polytechnic medical or religious exemption must upload the exemption letter using the SAFE RDC app. If the accommodation for the exemption is a rapid test, the results of the rapid test must be uploaded to the SAFE RDC app as discussed below.
3. Once documents have been verified, the QR code on the SAFE RDC app will turn green and individuals will be approved to come on Red Deer Polytechnic's campuses.

Proof of Negative Rapid Test (Employees and Students)

1. For Winter and Spring Terms 2022 (January 1 to June 30, 2022), the following individuals will be required to upload proof of a valid negative COVID-19 rapid test into the SAFE RDC app.
 - a. Continuing and returning students who are not fully vaccinated must complete an online form advising that they are rapid testing, at their own cost. Once the form is completed, continuing and returning students must upload valid COVID-19 rapid test results into the RDC Safe app using these instructions.
 - b. Current employees who are not fully vaccinated are required to upload valid COVID-19 rapid test results into the RDC Safe App. Current employees must coordinate with the Vaccination Program Office on when they must upload valid COVID-19 rapid test results based on their work schedule that requires them to be on campus or in our learning centers.

Attending Red Deer Polytechnic Premises

1. Employees and Students

- a. Starting January 1, 2022, students and employees who access our campuses for any activities will need a Red Deer Polytechnic-specific QR code. This QR code is obtained through the Vaccination Verification and Proof of Negative Rapid Test procedures discussed above in the RDC Safe App.
- b. For auditing purposes, you may be asked to provide your Alberta QR code and identification, so you must have these documents available while on campus.
- c. Failure to have the required, valid documentation will result in removal from Red Deer Polytechnic premises and potential disciplinary consequences.

2. Contractors, Clients, and Tenants

- a. Contractors, clients, and tenants, when requested by the Polytechnic, will be required to provide proof of full vaccination or provide, at their own expense, a COVID-19 negative test result.

3. Visitors and Volunteers

- a. Visitors and volunteers to our campus, when requested by the Polytechnic, will be required to provide proof of full vaccination or provide, at their own expense, a COVID-19 negative rapid test result.

4. Youth visitors

- a. Youth between the ages of 0-11 do not require any documentation to access campus.
- b. 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; however, 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.

- c. 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.

Exemptions and Accommodations

1. Online Student Exemptions

- a. Eligible online **current, returning, and new students**, who are not fully vaccinated, may apply to Red Deer Polytechnic for an exemption to be excluded from the institution's vaccination program. To be eligible for this exemption students must have applied prior to **Friday, December 17, 2021** and provided an attestation that they will participate 100 per cent online and not attend in person any of Polytechnic's premises, learning centres or other non-Polytechnic facilities for the purposes of assessment for admission, assessment of learning outcomes, research, work-integrated learning, practicum/clinical placements or otherwise.

2. Medical and Religious Exemptions and Accommodations (Students and Employees only)

- a. Students and employees may request an exemption from being vaccinated due to a medical reason or other protected grounds under the *Alberta Human Rights Act*.

3. Medical Exemption Requests

- a. Requests for exemptions for medical reasons will be considered upon completion of the Red Deer Polytechnic Application for Exemption form, which also requires the submission of a Medical Exemption Request & Declaration form, which must be completed by a physician or nurse practitioner. They will need to provide reason(s) supporting the accommodation along with their signature.

4. Religious Exemption Requests

- a. Requests for exemptions from being vaccinated based on religious reasons will be considered upon completion of the Red Deer Polytechnic Application for Exemption form, which also requires the submission of a completed Religious Exemption Request & Declaration form, which must be completed by a Commissioner for Oaths.

5. Exemption Review and Decision

- a. Red Deer Polytechnic reserves the right to request further information or make further inquiries to verify information in *any* exemption submission. While awaiting a decision on an exemption request, continuing and returning students and current employees will be required to use the Proof of Negative Rapid Test procedures described above in order to access Red Deer Polytechnic's premises or learning centres. New students or employees *may not* attend Polytechnic's premises or learning centres unless an approved exemption and accommodation has been granted.
- b. Individuals who receive approved exemption requests will be notified directly, and accommodations for their specific situation will be implemented. Students and

employees who qualify for a medical or religious exemption will be considered for accommodation up to the point of undue hardship as per the Alberta Human Rights Act.

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 *OR*
- 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.