



**POLICY AND PROCEDURE MANUAL**

<b>Policy Title:</b>	<b>COVID-19 VACCINE POLICY</b>	<b>Area of Responsibility:</b> <b>VICE PRESIDENT, HUMAN RESOURCES, SAFETY, SECURITY &amp; FACILITIES MANAGEMENT</b>
<b>Policy Section:</b>	<b>HUMAN RESOURCES</b>	
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		<b>Page: 1 of 5</b>
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**#5.25 VACCINE POLICY**

**PREAMBLE**

St. Clair College wishes to acknowledge the assistance of WINDSOR REGIONAL HOSPITAL in the development of this Policy.

St. Clair College recognizes the importance of immunization to reduce the risk of serious infection and transmission of infection to employees, students, volunteers, contractors and members of the public who physically wish to access College facilities, resources and campuses.

In keeping with the recommendations of the Chief Medical Officer, it is strongly recommended that all individuals who are on-site at St. Clair College receive the COVID-19 vaccine, unless it is medically contraindicated. To ensure informed decision making, educational videos regarding the risks and benefits of COVID-19 Vaccines are available on the College’s website ([www.stclaircollege.ca](http://www.stclaircollege.ca)) under “Fall 2021 Updates, COVID-19 Info”.

**To promote and support vaccinations, St. Clair College will offer COVID-19 vaccinations to all St. Clair College staff and students free of charge through the campus Health Center.**

As a further safety measure, the College requires the mandatory completion of a daily COVID-19 screening questionnaire in order to gain access to any College campus.

**PURPOSE**

To reduce the risk of serious infection and transmission of infection to employees and students at St. Clair College.

All individuals who attend St. Clair College campuses and facilities must attest to their vaccination status through the SIS or Synergy system. The expectation is for anyone accessing College facilities to have received their first dose of a Health Canada or World Health Organization approved COVID-19 vaccine prior to the start of post-secondary classes (September 7, 2021). Rapid testing (twice weekly as described below) will be required in all other circumstances for on-campus teaching and learning. More frequent testing may be required in congregate settings.

## SCOPE

This Policy applies to:

All St. Clair College employees, students, contractors and volunteers utilizing indoor facilities. Guests within St. Clair College banquet facilities will comply with appropriate provincial local regulations. As per provincial regulations, some activities where social distancing can and will be maintained at all times may be exempt from this policy. Visitors accessing services will comply with Stage 3 COVID-19 regulations and any required PPE.

Please be advised that St. Clair College's third-party partners (e.g. placement agencies, co-op employers and service providers) may have different standards and COVID-19 safety measures in place. St. Clair College has no oversight over its partners' standards and COVID-19 safety measures. Compliance with those standards and COVID-19 safety measures will be the responsibility of the student.

## PROCESS

### COVID-19 Vaccine Program for All Employees and Students

It is important for St. Clair College to provide opportunities to protect both employees and students and will do so through a vaccine or rapid testing program. All employees and students will have the opportunity to make an informed decision regarding the COVID-19 vaccine.

All St. Clair College employees and students will be asked to declare their vaccination status by selecting one of the five (5) categories listed below:

1. I am fully vaccinated (the definition of a fully vaccinated individual is listed at the end of this policy). Fully vaccinated individuals are requested to upload a copy of their second vaccination dose receipt within the SIS self-service module.
2. I have received at least one dose of the vaccine and will receive a second dose when offered or when able to do so, based on provincial criteria but no later than October 15, 2021. You will be required to rapid test until 14-days after your second dose of the COVID-19 vaccine.
3. I am unable to be vaccinated for medical reasons. A doctor's note must be provided to the College Health and Safety department at [covidtracker@stclaircollege.ca](mailto:covidtracker@stclaircollege.ca). This must be a written document, completed and supplied by a physician or registered nurse in the extended class, that sets out: (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason.
4. I have chosen not to be vaccinated at this time.
5. I prefer not to provide St. Clair College with my vaccination status.

All individuals that select categories 2, 3, 4 and 5 will be required to watch an educational video (on the merits of COVID-19 vaccinations) and attest to doing so. This video will include the following:

- a. How COVID-19 vaccines work.
- b. Vaccine safety related to the development of the COVID-19 vaccines.
- c. The benefits of vaccination against COVID-19.

- d. Risks of not being vaccinated against COVID-19.
- e. Possible side effects of COVID-19 vaccination.

After completion of the educational video, all students and employees that still wish to select categories 2, 3, 4 or 5 and utilize St. Clair College premises for teaching, learning activities and potentially other established activities will be required to:

Participate in a self-administered COVID-19 Testing Program following the Ontario COVID 19 Guidance: Considerations for Antigen Point of Care Testing (<https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/Antiegn Screening Guidance 2021-03-5.pdf>) and:

1. Conduct rapid antigen testing every 72 hours and demonstrate a negative result.
2. Provide verification of the above negative test result by attesting to the result in the SIS/Synergy System.

These antigen tests are meant for regular testing of asymptomatic employees and students only and to identify those who may be infectious and at risk of infecting others before coming on-site. The tests are also not to be used by anyone with symptoms or who has a known exposure to someone with COVID-19.

Symptomatic and exposed individuals must follow current guidelines to be tested in an Assessment Centre with a Polymerase Chain Reaction (PCR) test.

Employees and students who test positive on the rapid test must immediately contact the St. Clair College Health Centre (currently at [covidtracker@stclaircollege.ca](mailto:covidtracker@stclaircollege.ca)) and proceed to arrange a confirmatory diagnostic PCR test at an Assessment Centre. They will need to self-isolate at home pending the result of the confirmatory test.

Rapid test kits distributed to those employee and student members in categories 2, 3, 4 and 5 are to be used only by the employee and student members who receive them. The rapid tests may not be given or sold to any other person. Failure to comply with the terms of this Policy, including the prohibition on distributing the rapid tests, may result in discipline, up to and including, termination of employment or revocation of privileges.

**Note:** Any individual who initially selected categories 2, 3, 4 or 5 and eventually gets fully vaccinated will be able to update their vaccination status in the SIS or Synergy systems.

## COMPLIANCE

Compliance Reports will verify that the COVID-19 program is being completed and conducted as required. Failure to comply with the COVID-19 PROGRAM or this COVID-19 VACCINE POLICY may result in discipline, up to and including, termination of employment or dismissals from the College. Fully vaccinated individuals who choose to voluntarily disclose will be asked to upload a copy of their second vaccination dose receipt within the SIS self-service.

To ensure appropriate follow-up and compliance, departmental managers will receive and review Compliance Reports for all reporting staff.

Student non-compliance will be referred to the College Resolution Officer for appropriate action.

Individuals who are required to complete a rapid test twice per week, who fail to record their test results in the SIS/Synergy Information System, will not have access to the daily COVID screening questionnaire.

### **Providing False Attestation of Vaccination Status**

Individuals who make a false attestation about, or provide false documents related to being vaccinated may be subject to disciplinary actions, up to and including expulsion for students, termination of employment for employees, voiding of contracts for contractors and removal and restriction from campus and St. Clair College facilities for visitors and other attendees.

### **CONTRACTORS, VISITORS AND OTHERS ATTENDING THE COLLEGE**

Contractors must ensure that all their employees on St. Clair College campuses or accessing St. Clair College facilities are fully vaccinated or tested. Individuals not compliant with St. Clair College's Vaccine Policy will not be allowed to access indoor facilities.

Visitors accessing College services must comply with all relevant COVID-19 legislation and orders.

### **Definitions**

#### **Fully Vaccinated –**

You are considered fully vaccinated in Ontario if they have received:

- The full series of a COVID-19 vaccine authorized by Health Canada , or any combination of such vaccines,
- One or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, or
- Three doses of a COVID-19 vaccine not authorized by Health Canada; and they receive their final dose of the COVID-19 vaccine at least 14 days.

• **PCR** – A polymerase chain reaction (PCR) test is performed to detect genetic material from a specific organism, such as a virus. A PCR test for COVID-19 is a test used to diagnosis people who are currently infected with SARS-CoV-2, which is the coronavirus that causes COVID-19.

### **Vaccination Certificate**

A vaccine certificate will be required on campus in certain settings that have been designated vaccinated only eating areas, restaurants, and fitness facilities. Signage is posted in each area where a vaccine certificate is required. In these areas, ID is also required to verify your identity. If you have a medical exemption from receiving a COVID-19 vaccine, you will also need to show your doctor's note.

### **COVID 19 Statistical Information**

The College will collect and provide aggregate vaccination and rapid testing data to the Ministry of Colleges and Universities on a regular basis, as required.

## References

1. Brown, K. A., Stall, N. M., Vanniyasingam, T., Buchan, S. A., Daneman, N., Hillmer, M. P., *et al.* (2021.) *Early Impact of Ontario's COVID-19 Vaccine Rollout on Long-Term Care Home Residents and Health Care Workers*. COVID-19 Advisory for Ontario Science Table. March 8, 2021. (Retrieved from: <https://covid19-sciencetable.ca/sciencebrief/early-impact-of-ontarios-covid-19-vaccine-rollout-onlong-term-care-home-residents-and-health-care-workers/>.)
2. Canadian Nurses Association. *CNA welcomes the beginning of COVID-19 vaccination programs in Canada*. December 17, 2020. (Retrieved March 26, 2021 from: <https://www.cna-aicc.ca/en/news-room/news-releases/2020/cna-welcomesthe-beginning-of-covid-19-vaccination-programs-in-canada>.)
3. Daniel, W., Nivet, M., Warner, J., Podolsky, D. K. (2021.) Early evidence of the Effect of SARS-CoV-2 Vaccine at One Medical Center. *The New England Journal of Medicine*. March 23, 2021. (Retrieved March 26, 2021 from: <https://www.nejm.org/doi/full/10.1056/NEJMc2102153>.)
4. National Advisory Committee on Immunization (NACI). *Recommendations on the use of COVID-19 Vaccines*. January 12, 2021. (Retrieved March 26, 2021 from: <https://www.ammi.ca/Content/NACI%20COVID-19%20StmtJan%2012%20Update%20Advance%20CopyEN%5B1%5D.pdf>.)