

5 Monitoring

5.1 COVID-19 Proof of Vaccination or Proof of Negative Test for Employees, Trustees and Other Individuals

Policy

Background

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

Furthermore, we are committed to providing the safest learning environment for children and youth. The sustained relationship between student and staff warrants that we ensure every effort is made to provide confidence in the environment for students and families at this time.

While there are layers of transmission mitigation in place, there is a need to do what can be done to limit staff contribution to exposure and spread in and out of school.

Vaccination has been shown to effectively protect vaccinated individuals from severe consequences of COVID-19 and mitigate COVID-19 virus transmission, including the Delta variant currently circulating in Saskatchewan. Where vaccination is not in place, regular testing can add another layer of protection to the classroom and work environment. Targeted and/or regular testing for all is also important to help mitigate spread and may be adjusted as our local context, understanding, and recommendations change.

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.

Authority

- *The Employers' COVID-19 Emergency Regulations (Government of Saskatchewan – Oct. 2021)*

Definitions

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

Employees – all individuals employed by the school division on a permanent, substitute, replacement, or temporary basis. This includes employees hired after policy implementation.

Fully Vaccinated – an individual has received the second dose of a two-dose COVID-19 vaccine or the first dose of a single-dose immunization series at least 14 days ago.

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

- card issued at time of vaccination by SaskHealth
- a copy of their vaccination record which can be obtained online through MySaskHealthRecord
- proof of vaccinations through system issued by the province of Saskatchewan (QR Code)
- letter from doctor or pharmacist

Rapid test – rapid point-of-care diagnostic tests performed at or near the place where a specimen is collected, which provide results within minutes rather than hours.

Vaccine – a COVID-19 vaccine approved by Saskatchewan Health Authority including Moderna, Pfizer-BioNTech, AstraZeneca, and Janssen (Johnson & Johnson).

Application and Scope

1. This policy applies to all employees who will access any board facility and includes but is not limited to:
 - all board employees, including but not limited to casual employees, substitute and temporary contract teachers, and central office staff
 - Trustees
 - the following individuals who attend any board facility or engage in board related activities or functions and have direct contact with board employees or students: (“other individuals” as defined below)
 - Post-secondary students on educational or professional placements;
 - individuals attending the school division on practicums, co-op placements, or apprenticeship programs;
 - Volunteers – as defined by Administrative policy JCC ([Policy JCC link](#));
 - Guest presenters;
 - Community based organizational partners.
2. External Contractors: All board external contractors that do not already have a similar policy in place, will provide proof of vaccination to the Facilities Department prior to rendering services in a board facility. External contractors does not include mail delivery personnel (Canada Post, FEDEX, etc.).

Proof of Vaccination Required

1. All employees within the scope of this policy, who enter a board facility, must disclose their vaccination status by providing Proof of Vaccination as defined in this policy.

- 1.1 Employees shall provide proof of vaccination to the division using the supplied process. See the accompanying Procedure.
 - 1.2 'Other individuals' shall provide proof of vaccination to the principal or other school division designated official.
 - 1.3 Should an employee's vaccination status change, the employee shall inform the division through the approved procedure.
 - 1.4 Employees who, due to documented recent COVID-19 illness may have temporary immunity from COVID-19 infection, will collaborate with Human Resources to establish the application of, and possible temporary exemption from, this policy. If unvaccinated, the employee is to declare accordingly.
2. Individuals who are unable or who are unwilling to be vaccinated, or unwilling to disclose their vaccination status as required, must undergo COVID-19 self-testing and report results as per the following process.

Testing and Self-Monitoring Requirements

Daily Screening Symptom Check

1. All individuals covered by this policy must self-monitor and must complete the *Daily Screening Symptom Checklist*.

Testing Requirement

1. All individuals covered by this policy who are unable or who are unwilling to be vaccinated, or unwilling to disclose their vaccination status as required, must undergo board-approved COVID-19 rapid self-testing at home and outside of working hours, and provide an attestation of a negative result (taken on the day it is presented) to a secure online system administered by the school division in order to attend at any board facility.
2. Entry into the board facility or participation in the school division work-related activities will only be permitted for those who test negative.
3. Individuals subject to testing requirements must provide attestation of negative test results at least two times per week on Monday and Thursday mornings.
4. The board will adjust testing requirements as necessary and in accordance with public health guidance. As the circumstances in our community evolves, testing requirements may change which might include more broad rapid testing of staff at sites or surveillance testing as examples.
5. The board will endeavour to keep rapid test supply on hand at its facilities to support all staff with voluntary self-testing.

Cost of Tests

1. The board will provide access to rapid tests for employee usage at no cost to the employee for at least the period of 12 work weeks from implementation. This will be revisited prior to the end of this period.

2. Should an employee wish to use other rapid test options, they must be approved for use by Canadian and Saskatchewan health authorities and approval sought through Greater Saskatoon Catholic Schools' Human Resources Department. In this case, costs may not be borne by the division alone.

Positive Test

1. A positive test result is considered a preliminary or presumptive positive and:
 - 1.1 any employee who receives a preliminary positive result must:
 - a) inform their supervisor;
 - b) self-isolate and contact HealthLine 811 to report the positive self-test and for further direction on isolation.
 - 1.2 any 'other individual' as defined by this procedure, who receives a preliminary positive result, will be denied entry to any board facility and will be encouraged to call HealthLine 811 to report the positive self-test and for further direction on isolation.

Accommodations

1. Any employee who is unable to comply with this policy is encouraged to discuss their situation with the Superintendent of Human Resources to determine whether an accommodation under The Saskatchewan Human Rights Code might be appropriate.

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 the board's facilities.
3. The information gathered will be destroyed in the month of July or at the end of this policy.

Prevention of Harassment

1. Harassment, bullying, or discrimination of any type against individuals based on their vaccination status, compliance with this policy, or any other reason will not be tolerated.
 - 1.1 Board employees should monitor for and address any harassment, bullying, or discrimination.
 - 1.2 Any employee experiencing harassment, bullying, or discrimination is encouraged to report any incidents to their supervisor. See [Administrative Policy GBH](#)

Release Time for Obtaining Vaccinations

1. School division employees are encouraged to be vaccinated against COVID-19 and the school division supports employees in obtaining their COVID-19 vaccination.
2. Section 6-22.1 of the 2020 *Occupational Health and Safety Regulations* 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 school division will grant such leaves to an employee for the required doses of the vaccine.

Non-Compliance

1. It is a breach of this policy:
 - a) to access a board facility and/or participate in work-related activities without fully complying with this policy;
 - b) to fail to report vaccination status and/or any required COVID-19 testing;
 - c) to provide any false, misleading, or otherwise dishonest information or documents to the board in relation to this policy; or
 - d) to otherwise fail to comply with any COVID-19 health or safety precaution requirement put in place by the board, whether or not such requirement is expressly set out in this policy.
2. Employees who do not comply with this policy may be subject to administrative or disciplinary action, which may include leave without pay or progressive discipline up to and including termination of employment.
3. 'Other individuals' who fail to comply with this policy may be restricted from attending any board facility for such duration as may be determined by the school division.

Review

1. The school 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 they serve.
2. This policy will be reviewed as required, but at a minimum one (1) year after the effective date.

Board Approved

October 18, 2021

Amended
