



Code G: Personnel and Employee Relations

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

Statement of Policy

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.

Rationale

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).

Proof of Vaccination Required

1. All employees within the scope of this procedure, who enter a board facility, must disclose their vaccination status by providing Proof of Vaccination as defined below. Staff are to provide proof of vaccination by 3:00 p.m. on **November 3, 2021.**

1.1 Employees shall provide proof of vaccination to the division using the following process:

a) AppliTrack form will be emailed to all employees. Complete the form and attach one of the following documents to corroborate proof of full vaccination:

- card issued at time of vaccination by SaskHealth
- a copy of 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

The form and attached documentation will be electronically and confidentially submitted to Human Resource Services.

1.2 'Other individuals' shall provide proof of vaccination to the principal or other school division designated official prior to providing service.

a) Principal or other school division designated individual is to take only visual note of the documentation (proof of vaccination or negative test). No copies nor records are taken except as follows:

- The school shall keep a log of 'Other Individuals' indicating only that the procedure has been fulfilled for that 'Other Individual' and date.

1.3 Should an employee's vaccination status change, the employee shall inform the division.

- 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 procedure. If unvaccinated, the employee is to declare accordingly.
 - a) Please contact the Superintendent of Human Resources to access this provision.

Testing and Self-Monitoring Requirements

Daily Screening Symptom Check

1. A reminder that all individuals covered by this procedure must self-monitor and must complete the *Daily Screening Symptom Checklist*. If you are not symptom-free, remain at home and seek testing.

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 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.
 - a. Immediately after the school division approved rapid test has been administered and results determined, complete the emailed AppliTrack online form. If negative, plan to attend work as usual.
 - b. If positive, notify your supervisor/principal and seek testing and/or medical support.
 - c. A negative test must be completed and submitted thorough AppliTrack prior to attending work on Monday and Thursday of each week. Employees who are required to submit proof of a negative test must write on the white testing strip with the board provided permanent marker the day of the test and submit a picture of the negative test prior to starting the workday.
 - d. The submission of negative test results shall begin on November 15, 2021.
 - e. If at any time an employee no longer requires testing kits in conjunction with this procedure, the employee may be required to return unused rapid tests to Human Resources.
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. Casual and substitute employees must follow the same testing requirements as permanent staff.
 - a. Casual and substitute employees who have worked 10 or more days in the previous month, will be provided with a testing kit.
 - b. Casual and substitute staff who don't have access to a testing kit at home can access a test at the school when they arrive and conduct the test in a private

- location. The staff member shall submit the test using the emailed AppliTrack online form.
- c. Casual and substitute staff are not authorized to work if the testing requirements are not followed:
 - i. Tuesday test must be completed to work that day as well as Wednesday and Thursday of that week.
 - ii. Friday test must be completed to work that day and the following Monday.
 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 in voluntary self-testing.
 - a. Principals:
 - i. Ensure a clear process for accessing rapid testing in a confidential manner has been established.
 - ii. Contact the Service Centre to reorder testing supplies.

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. Testing supplies are considered school division property and shall only be used to comply with this procedure. Employees may incur a cost if supplies are misused or lost.
 - a. Employees that choose proof of negative test will need to select one of the following options to receive a testing kit:
 - i. Workplace Delivery - The testing kit will be shipped to the work location and handed out as discreetly as possible.
 - ii. Offsite Location Pickup - The testing kit will be available for pickup at the GSCS Service Centre at 1402 Fletcher Road. Details and dates/times will be included on the declaration form.
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.
 - a. Should a staff member wish to access this provision, please contact the Superintendent of Human Resources.

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.

- a. Should a staff member wish to discuss access this provision, please contact the Superintendent of Human Resources.

Date Approved

October 18, 2021

Amended
