



Administrative Procedures

AP-520	Date of implementation: November 16, 2021
	Date of update: November 18, 2021
COVID-19 VACCINATION FOR EMPLOYEES, TRUSTEES AND OTHER INDIVIDUALS	Date rescinded: February 13, 2022
	Related Administrative Procedures: AP-505 Harassment Prevention

Purpose: To support the safety of students and staff during the COVID-19 pandemic. Throughout the pandemic, safety precautions will be adapted and added as new information becomes available. This procedure is one more layer of protection for Division students and staff.

Background: The health and safety of students and staff is of the utmost importance to the Division. The Division is committed to taking all necessary precautions to provide and maintain a safe environment for all, as much as possible.

Vaccination has been shown to effectively mitigate COVID-19 virus transmission and protect vaccinated individuals from severe consequences of COVID-19, including the variants currently circulating in Saskatchewan.

Definitions:

Division Facility – means any building or vehicle owned, leased or operated by the Division and specifically includes, but is not limited to, schools, offices, school buses, garages and workshops.

Employees – means all individuals employed by the Division on a replacement, permanent, temporary, casual or substitute basis.

Fully Vaccinated – means 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 fourteen (14) days ago. Booster shots may be required in the future to be fully vaccinated.

Other Individuals – means any person interacting directly with students or staff during Division-approved activities and is not an employee as defined above.

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

- Card issued by Saskatchewan Health Authority.
- A copy of the vaccination record or QR code obtained online through MySaskHealthRecord.ca.
- A letter of verification of vaccination from a doctor or pharmacist.

Trustee – means an elected member of the Board of Education of Prairie Spirit School Division.

Vaccine – means a COVID-19 Immunization Series approved by the Ministry of Health.

Valid Test – means a test approved for use by the Government of Canada.

Work Week – means Monday to Sunday.

Procedures:

1) Application and Scope

- a) This procedure applies to all employees and trustees of the Division, and any individuals interacting directly with students or staff during Division-approved activities.

2) Proof of Vaccination Requirements

- a) Employees, including those conditionally approved for hire, trustees and practicum students shall provide proof of vaccination to Human Resources (HR) through the approved process.
 - i) Casual and substitute employees shall also provide proof of vaccination to the principal or designate upon entering the school.
- b) Other individuals shall provide proof of vaccination to the principal or designate.
- c) Employees, trustees and other individuals who are unable or unwilling to disclose their vaccination status as required must complete COVID-19 self-testing and submit the results as described in this procedure.

3) Testing and Self-Monitoring Requirements

a) Daily Screening Symptom Check

- i) All persons covered by this procedure must self-monitor for COVID-19 symptoms on a daily basis.

b) Testing Requirement

- i) All persons covered by this procedure who are not fully vaccinated or who have chosen not to disclose their vaccination status, must complete valid COVID-19 self-testing prior to the first working day of each work week beginning November 16, 2021. The test must be completed and reported to HR in a manner consistent with the approved process.

- ii) Pursuant to 3(b)(i), casual and substitute employees **must complete valid COVID-19 self-testing prior to the first working day of each work week beginning November 16, 2021. The test must be completed and reported to HR in a manner consistent with the approved process.**¹

¹ Revised November 18, 2021

iii) The Division will adjust testing requirements as necessary and in accordance with public health guidance.

c) Cost of Tests

i) COVID-19 antigen test kits will be provided to employees, trustees and practicum students by the Division at no charge up to and including December 31, 2021. Employees, trustees and practicum students are encouraged to use this time to obtain their vaccinations. No additional tests will be provided past this date beyond what is in inventory designated for this purpose.

ii) Commencing January 1, 2022, those who are required to test must source and pay for the tests themselves.

d) Accommodations

i) Any employee who is unable to be vaccinated is encouraged to discuss their situation with HR to determine whether an accommodation under *The Saskatchewan Human Rights Code* might be appropriate.

e) Positive Test

A positive test result on a self-test is considered a preliminary or presumptive positive result.

i) An employee who receives a preliminary positive result must:

(1) Inform their supervisor;

(2) Call 811 and seek confirmation through a lab-based Polymerase Chain Reaction (PCR) test; and

(3) Self-isolate until the results of the lab-based test are confirmed.

ii) Any other individual who receives a preliminary positive result is encouraged to follow the process outlined above and may not participate in school activities until submitting a subsequent negative test result.

4) Protection of Privacy

a) 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 (LAFOIP)*.

b) 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 Division's facilities.

5) Prevention of Harassment, Bullying, or Discrimination

a) Harassment, bullying, or discrimination of any type against individuals based on their

vaccination status, compliance with this procedure, or any other reason will not be tolerated.

- b) As outlined in AP-505 Harassment Prevention, Division employees should monitor for and address any harassment, bullying, or discrimination.
- c) Any employee experiencing harassment, bullying, or discrimination is encouraged to report any incidents to their supervisor.

6) Release Time for Employees for Obtaining Vaccinations

- a) Division employees are encouraged to be vaccinated against COVID-19 and the Division supports employees in obtaining their COVID-19 vaccination.
- b) To minimize disruption in schools, we request that employees attempt to schedule appointments outside of work hours if possible. Where that is not possible, replacement, permanent and temporary employees must use the normal process for entering a leave in Atrieve in accordance with the following:
 - i) COVID-19 Vaccination – this paid leave is for one vaccination dose only;
 - ii) Sick Leave > Medical Appointment or Sick Leave Paid – this paid leave is for a subsequent vaccination dose;
 - iii) Sick Leave Unpaid – this unpaid leave is to be accessed if you do not have time available under 6(b)(i) or (ii).

7) Non-compliance

- a) It is a violation of this procedure:
 - i) To fail to report either vaccination status or any required COVID-19 test results.
 - ii) To provide any false, misleading, or otherwise dishonest information or documents to the Division in relation to this procedure.

8) Administrative Procedure Review

- a) The 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 that the Division serves.
- b) This procedure will be reviewed as required, but at a minimum one (1) year after the effective date.

References:

[Approved Process for Providing Proof of COVID-19 Vaccination and Negative Test Results](#)