



UNIVERSITY  
OF ALBERTA

# CampusReady Staff Guide



## University of Alberta Proof of Vaccination

As per the University of Alberta's Vaccination Directive, effective October 4, 2021, all students and employees (faculty and staff) must be fully vaccinated or have an approved [U of A exemption accommodation](#) to attend U of A campuses or properties.

Individuals who are partially vaccinated or have a pending exemption accommodation must continue with the University's [COVID-19 rapid testing requirements](#) until they are fully vaccinated or have an approved U of A exemption accommodation.

**By November 1, everyone on U of A properties will be required to be fully vaccinated or have an approved exemption.**

## The CampusReady Pass

The U of A uses a digital card called a [CampusReady pass](#) to verify proof of vaccination or approved exemption. All students, faculty and staff members currently attending U of A campuses and other properties are required to have a CampusReady pass ready to present as needed. Those without CampusReady passes are NOT permitted on U of A properties. The CampusReady pass is now the only proof accepted to confirm that students, staff and faculty have provided valid proof of vaccination or approved exemption.

Individuals can submit their proof of vaccination or exemption by using an online web form accessible from the U of A's COVID-19 website at [uab.ca/ready](http://uab.ca/ready). Submitting proof of rapid test results is available through the MyUAlberta app. Once individuals have submitted valid documentation, they will receive a CampusReady pass by email.

## Who can request to see a CampusReady pass

- A campus service representative (ie. students services staff members, campus recreation representatives, SU services, UAPS, etc.)
- An event organizer (ie. workshop organizers, social event coordinators, athletic/recreation event leads, etc.)
- Supervisors
- HR Service Partners or other representatives from Human Resources
- Representatives from the Office of the Dean of Students

Instructors **should not** be checking for CampusReady passes at this time. These verifications are underway by the Dean of Students Office. By November 1, only fully vaccinated students (and those few individuals with approved exemption accommodations) will be in classrooms and labs.

Supervisors **should** check that their staff have a valid pass.

Contract managers are responsible for ensuring all contracted employees meet the university's requirement for full vaccination.

## When can eligible members of our campus community request proof of a CampusReady pass?

### A CampusReady pass may be requested

- Upon entry to service spaces (ie: libraries, vendors, service offices, Campus & Community Recreation sites, etc.)
- Upon entry to one or limited time campus events (ie: service visits, performances, games, conferences, etc.)
- Upon request as needed by university, event, or campus service representatives

### A CampusReady pass may NOT be requested

- Upon entry to a building
- Upon entry to a workspace
- Upon entry to a classroom or lab space
- Upon entry to a residence

## Verifying a CampusReady pass

Employees who are required to check for CampusReady passes may need to confirm the identity of the pass holder by asking to see a piece of photo ID. To verify a CampusReady pass you will need to check the individual's name or CCID on the pass against another form of identification (e.g. a ONEcard or a driver's license).

The date indicated on a CampusReady pass must be October 1, 2021, or later. Once the MyUAlberta app functionality fully launches, CampusReady passes displayed through the app will show the date on the day of presentation of the pass.

Individuals may currently share proof of an approved pass by presenting:

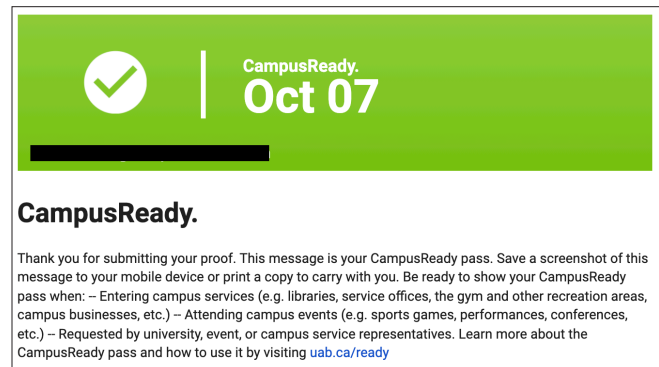
- ✓ A saved image of the original approved CampusReady confirmation email on a mobile device.
- ✓ The original approved CampusReady confirmation email on a mobile device.
- ✓ A printed copy of the original approved CampusReady confirmation email.

Work is underway to make it easier to check for a CampusReady pass on mobile devices via the MyUAlberta app. Details will be shared once this feature is made available.

## Approved pass

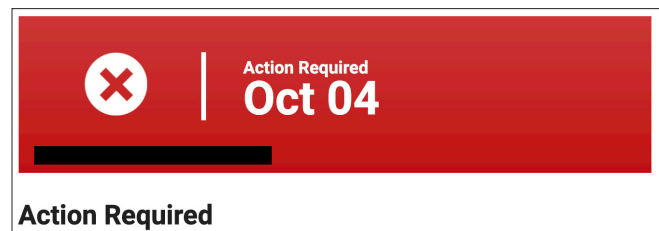
Individuals with approved CampusReady passes may attend U of A campuses and properties.

Negative test results as part of the rapid-test program will result in a **temporary approved pass**. Individuals with temporary approved CampusReady passes may attend U of A campuses and properties for **72 hours** from the date displayed on their temporary CampusReady pass.



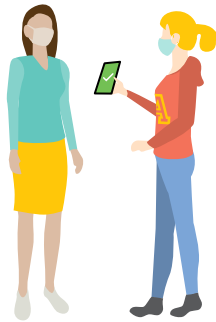
## Documentation not approved

Individuals who have failed to submit proof of vaccination and/or approved exemption documentation will receive an "Action Required" notice. Individuals who present "Action Required" notices are **not permitted** to attend U of A campuses. They should follow the instructions outlined in their notice if they would like to obtain a CampusReady pass.



## Asking to see CampusReady pass

When requesting to see someone's CampusReady pass be welcoming but direct. Review the sample script below for the suggested approach.



*"Can I please see your CampusReady Pass? They're required as part of the university's COVID-19 Vaccine Directive."*

### If acceptable proof is shown

*"Thank you for helping to keep our community safe."*

### If acceptable proof is not produced

*"I'm sorry, unfortunately you are not permitted to enter our space today without a CampusReady pass."*

*If you require assistance securing a CampusReady pass, please visit [uab.ca/ready](http://uab.ca/ready). Additional questions can be directed to [phtinfo@ualberta.ca](mailto:phtinfo@ualberta.ca).*

*In the meantime, we would be happy to <insert any virtual service offerings or engagement alternatives here>."*

## Navigating Non-Compliance

Tips for COVID-19 safety conversations around compliance can be found on the [COVID-19 website](#), including specific tips that can help you to address the situations when someone does not have a CampusReady pass or when they are not complying with other safety measures. [See the tips for front-line service staff here.](#)

Remember: If you ever believe your personal safety is compromised or threatened call University of Alberta Protective Services (UAPS) at 780-492-5050. If there is a crime in progress or there is an immediate threat of physical harm or violence, call 911 immediately.

Individuals who are not complying (or who may be presenting fraudulent passes) will be flagged and addressed through an administrative process by the Office of the Dean of Students and Human Resources, Health, Safety and Environment. View the Contact Listing below for information on how to engage these processes.

Individuals who fail to comply and/or who submit fraudulent proof will be subject to disciplinary action, as outlined in the [University's Vaccination Directive](#).

## Contact Listing

Scenario	Contact
Concern or question about the validity of a student's pass.	Email the Office of the Dean of Students ( <a href="mailto:dosdean@ualberta.ca">dosdean@ualberta.ca</a> ).
Concern or question about the validity of an employee's pass.	Contact your <a href="#">HR Service Partner</a> for guidance.
Questions about obtaining an exemption for students.	Email the Office of the Dean of Students ( <a href="mailto:dosdean@ualberta.ca">dosdean@ualberta.ca</a> ). Students should make their request before October 18. Resource: <a href="#">Student Mask, Vaccination, and/or Rapid Testing Exemption Application</a>
Questions about obtaining an exemption for employees.	Employees seeking an accommodation should start by contacting their <a href="#">HR Service Partner</a> for guidance Resource: <a href="#">Exemptions and Accommodations</a>