



VACCINATION OF EMPLOYEES - COVID-19 VACCINATION DIRECTIVE FAQ

The following information is meant to address some questions your employees may have about the University of Alberta's COVID-19 Vaccination Directive.

The COVID-19 Vaccination Directive

Q: What is the purpose of the University of Alberta COVID-19 Vaccination Directive?

A: The general purpose of the directive is to; protect the health and safety of all members of the university community and, to the extent possible, ensure the vaccination of our students and employees, the general public; preserve workforce capacity; and enable educational programming, research, and other opportunities on our properties to be in-person wherever reasonably possible in the circumstances.

In addition, the University has an obligation to take all possible reasonable steps to combat the spread of COVID-19. The COVID-19 Vaccination Directive is a foundational piece in the University's long-term plans towards pandemic recovery, built to ensure the ongoing safety and resilience of our campus communities.

Q: Who does this directive apply to?

A: The directive applies to all individuals (including, but not limited to students, employees, volunteers, contracted service providers and suppliers, tenants, visitors, and guests) who attend any university properties for any reason.

Q: Which University of Alberta locations does this directive apply to?

A: The directive applies to all University of Alberta properties, meaning all university campuses, university owned, operated or leased spaces, field or contractor/partner locations where university work or study are undertaken, including but not limited to: offices; student residences; classrooms; labs; libraries; study areas; recreational and sports facilities and fields; dining halls and eateries; buildings; research lands/stations, loading areas; university vehicles; outdoor areas.

Q: How long will the directive be in effect?

A: The directive is in effect as of **September 27, 2021**. It is scheduled for review in **September 2022**. It may be reviewed and revised sooner if circumstances warrant.

Q: Does being fully vaccinated exempt me from pre-shift screening, wearing a mask and/or physical distancing?

A: No. Employees who are fully vaccinated or who have an approved accommodation are still required to adhere to all other University of Alberta workplace COVID-19 hazard controls. These may change depending on public health orders and guidelines.

Vaccine Status

Q: What does it mean to be fully vaccinated?

A: Fully vaccinated means a status that an individual achieves 14 days after they have received the recommended number of doses of a COVID-19 vaccine approved by Health Canada or the World Health Organization, and requires the individual to maintain the recommended number and type of vaccine doses as updated and required by Health Canada thereafter.

Q: What is my deadline to become fully vaccinated ?

A: To be considered Fully Vaccinated by **November 1, 2021**, you must have received your second dose of a COVID-19 vaccine approved by Health Canada or the World Health Organization by no later than **October 18, 2021**.

Q: Do I need to provide proof that I've been fully vaccinated?

A: As of **October 1, 2021**, faculty and staff are required to [upload their proof of vaccination](#) to receive a CampusReady pass

You will need to upload proof of a fully vaccinated status no later than **Oct. 18, 2021**.

Q: How do I provide proof that I'm fully vaccinated?

A: Individuals can verify their vaccination status using electronic or paper records of their vaccination receipt. In Alberta, official vaccine records are available on [MyHealth Records](#).

Q: Will I be able to leave work during my scheduled shift to get vaccinated?

A: U of A employees are entitled up to three hours of paid leave to get each dose of the COVID-19 vaccine, if the appointment occurs during your shift.

Employees and managers should work together when scheduling COVID-19 immunization leaves. Employees are required to give their manager as much notice as possible before requesting this leave.

Q: I recently had COVID-19, but I'm better now, so why do I need to be fully vaccinated?

A: All employees must be fully vaccinated regardless of whether they have already had COVID-19. If you have already recovered from COVID-19, there is still a chance you could contract a COVID-19 variant again or spread it to others.

You are also not considered fully vaccinated until 14 days after you have received the recommended number of doses of a COVID-19 vaccine approved by Health Canada or the World Health Organization.

Q: I am currently working from home. Why do I need to be fully vaccinated?

A: A temporary current arrangement to work from home does not create an exemption from the vaccination requirements in the directive, nor is it permitted as a specific response to the directive.

Most employees currently working from home are doing so pursuant to a temporary arrangement and are subject to be called back to work in person at any time either temporarily or permanently. Such an employee cannot be in a situation where they are required to attend in person and are not fully vaccinated and ready to proceed with that whenever it happens. It significantly hinders planning and resource deployment if the university is unable to have such a person return to the workplace when required.

An employee's preference to stay working from home, either generally or as a means to address the requirements of the directive, is not particularly relevant. Certain employees who are not in the above-described situation could be able to defer compliance with the directive, though the university will need to receive and consider such a request at its discretion and subject to any additional terms it may deem appropriate.

Rapid Testing

Q: I am currently on an approved accommodation and I am required to participate in weekly rapid testing as part of my accommodation. Will rapid testing still be available to me after November 1, 2021?

A: If you are on an approved accommodation based on human rights grounds and are required to participate in weekly rapid testing, rapid testing will still be available to you as part of your accommodation for the time being.

Q: I am not willing to disclose my vaccine status or I am unvaccinated, and I am currently participating in weekly rapid testing. After November 1, 2021, can I still work on campus by participating in rapid testing?

A: Effective **October 4, 2021**, you may not attend on properties unless you are fully vaccinated or partially vaccinated and have provided proof of vaccination as directed by the university.

Individuals who are only partially vaccinated must continue with the university's [COVID-19 rapid testing requirements](#) until they are fully vaccinated. Others will not be entitled to use rapid testing as an alternative, except in cases of approved human rights-based accommodations.

Effective **November 1, 2021**, the rapid testing program will only be available to those on an approved accommodation.

Q: If I require an exemption because I am unable to be vaccinated due to a medical reason or for another protected ground under the Human Rights Act what should I do?

A: If you cannot comply with the vaccination requirements on the basis of any ground protected by the Alberta Human Rights Act, you may apply for accommodation. Where possible, applications should be made by no later than October 18, 2021, in order to ensure that you are permitted to attend on Properties subsequent to the November 1, 2021, effective date for full vaccination.

If you are awaiting a decision regarding an accommodation request, you will be required to comply with the university's [COVID-19 rapid testing requirements](#), failing which, you may not attend properties while the decision is pending.

Q: How do I request an accommodation and is this process confidential?

A: Medical Accommodation:

First inform your manager you will be seeking an accommodation. Then contact Human Resources, Health, Safety and Environment at recovery@ualberta.ca or 780-492-0636 to review your situation.

In your application, you will be asked to provide medical evidence speaking to the specific reason why you are medically prevented from complying with the directive (or otherwise supporting any different accommodation you are seeking), and any relevant work related restrictions/limitations.

[Permanent Medical Accommodations for Employees | Human Resources, Health, Safety and Environment](#)

Non-Medical Accommodation:

Review your accommodation needs with your supervisor. You will need to provide detailed information addressing why you are unable to comply with the directive (or otherwise supporting any different accommodation you are seeking), how that relates to a protected human rights ground specifically, and any work related restrictions/limitations.

<https://docs.google.com/forms/d/e/1FAIpQLSeGd2IJymdyi8AwnboPIhqTXyYySeVN5Gzvy8hbWjCNRX-CrQ/viewform>

Q: Is personal objection/opinion or political view a valid basis for an accommodation exempting me from the directive?

A: No, it is not.

Non-Compliance

Q: What if I am not fully vaccinated or I choose not to get vaccinated by Nov 1, 2021?

A: You will be strictly prohibited from attending in-person on any properties for any reason, and in the case that you do attend you may be trespassed from the university on such conditions and/or for such duration as determined by the university.

If you are in a remote work arrangement that is not temporary or otherwise subject to you being required to attend work in-person, or have a pending approval for such an arrangement, you may be granted permission to defer compliance with the directive on terms determined in the university's discretion, including potentially while you obtain a fully vaccinated status.

In the absence of an established remote work arrangement with confirmed terms regarding deferred compliance with the directive, you may be placed on a non-disciplinary unpaid leave of absence.

Also, depending on the circumstances, you may be subject to discipline pursuant to applicable collective or employment agreement and policies.

Q: Can I request an exemption from the directive other than for human rights-based reasons?

A: No, this directive applies to all employees of the University of Alberta except those with a valid need for accommodation on human rights grounds.

Q: I'm pregnant. Do I still need to receive the COVID-19 vaccination?

A: Please consult with your physician or health care provider or get the facts about the COVID-19 vaccines by clicking here: [Vaccine myths and facts | Alberta.ca](#).

This would be a potential medical accommodation with relevant Q&A in that regard further above in this document, and further information here: [Exemptions and Accommodations | COVID-19 Information](#)

Privacy

Q: Is my vaccination information confidential?

A: Vaccination information, including but not limited to proof of vaccination, vaccination status, requests for accommodation, and results of rapid testing, is collected, used, and stored in accordance with the university's obligations pursuant to the Freedom of Information and Protection of Privacy Act (Alberta) and will only be used and disclosed in accordance with that legislation, including but not limited to the purposes of the university (including its administrators and managers with a need to know) determining and addressing whether there has been a breach or satisfaction of this directive, whether an individual is permitted to attend on properties as set out herein, and to address health and safety concerns on properties including whether additional or different safety protocols are necessary in the event of a COVID-19 outbreak or otherwise.

Contact Information

Q: I have more questions. Who can I contact?

A: Employees should contact their manager or supervisor.

Managers or supervisors should contact their HR Service Partner.

If you are unsure of your HR Service Partner use the [Contact Us | Human Resources, Health, Safety and Environment](#).

General Inquiries COVID-19: U of A Public Health Response Team, phrtinfo@ualberta.ca

Q: I am feeling stressed. What supports are available to me?

- A:
- [Getting Through the Pandemic | Human Resources, Health, Safety and Environment](#)
 - [Injury and Illness | Human Resources, Health, Safety and Environment](#)
 - [Employee and Family Assistance Program | Human Resources, Health, Safety and Environment](#)

Additional Resources

- [Academic Accommodations](#)
- [Permanent Medical Accommodations for Employees | Human Resources, Health, Safety and Environment](#)
- [Getting Through the Pandemic | Human Resources, Health, Safety and Environment](#)
- [Employee and Family Assistance Program | Human Resources, Health, Safety and Environment](#)
- [Vaccinations and Rapid Testing at the U of A | COVID-19 Information](#)
- [COVID-19 Vaccination Directive | COVID-19 Information](#)

