



St. Stephen's College

Campus Vaccination Requirement Policy

27 October 2021

Date Effective:

November 1, 2021 (with review every two months)

1. Purpose and Principles:

This policy outlines the requirements in place for all staff, faculty, students, volunteers, and visitors (the "Impacted Individuals") who access the St. Stephen's College (the "College") campus (The "Campus Vaccination Requirement Policy" or the "Policy"). This Policy promotes the safety and wellbeing of the College's community and the broader public. The aim of this Policy is to create safe work and educational spaces by minimizing the risk of COVID-19 virus transmission on the College's campus. This Policy is based on the University of Alberta's COVID-19 Vaccination Directive policy (implemented on September 28, 2021), and it both complies with and exceeds the guidelines for post-secondary institutions as put in place by the Province of Alberta on September 20, 2021. The Campus Vaccination Requirement Policy is founded on the following principles:

- a) Promoting the safety and wellbeing of the Impacted Individuals;
- b) Compliance with all relevant public health directives and guidelines;
- c) Protection and safeguarding of sensitive and personal information; and
- d) Cooperation and coordination with the University of Alberta.

2. Definitions:

"staff" refers to full and part-time employees, as well as contract workers and janitorial staff.

"faculty": both core and associate faculty as outlined in the Faculty Personnel Policies.

"employees": refers collectively to "staff" and "faculty".

"students": individuals enrolled in St. Stephen's degree programs and/or in St. Stephen's courses, as well as individuals who regularly attend campus for academic purposes.

"volunteers": individuals who volunteer at the College, including but not limited to members of the Board, Senate, and/or sub-committees of those bodies.

"visitors": anyone other than "staff", "faculty", "students", and "volunteers" who access the St. Stephen's College campus

"Vaccine(s)" refers to a vaccine approved by Health Canada for use in Canada in relation to COVID-19.

"Vaccinated" refers to an individual who has received all government recommended doses of a Vaccine, which may include boosters, and is two weeks past the individual's second dose of a Vaccine. In the event that Health Canada updates its requirements for full vaccine protection, individuals are required to maintain ongoing fully vaccinated status.

3. Campus Access Policy:

As part of our ongoing response to the COVID-19 pandemic, the College is taking the following steps to promote safety and well-being in our community. These steps are based on and aligned with steps taken by the University of Alberta, and they reflect an approach that is best suited to our campus and community:

- a) Beginning December 13, 2021, all Impacted Individuals are required to present proof that they are vaccinated prior to, or immediately upon, accessing the College campus. Until December 13, 2021, the Campus Access Policy will remain in effect.

***Note: This means that, as of December 13, 2021, presentation of a negative COVID-19 test result will no longer be accepted for accessing the St. Stephen's College campus. In order to comply with the University of Alberta COVID-19 Vaccination Directive between November 1 and December 13, St. Stephen's College will ensure that staff and faculty who have contact with University of Alberta students will be fully vaccinated.*

- b) All Impacted Individuals will be required to complete a confidential questionnaire to declare their vaccination status (Yes, I am Vaccinated / No, I am not Vaccinated / Prefer not to say) prior to accessing campus.

- c) Impacted Individuals who indicate “Yes I am Vaccinated” will be required to provide verification they are Vaccinated by (i) emailing verification to the Registrar’s Office, or (ii) providing verification documentation in person immediately upon that Impacted Individual arriving on campus. Verification of vaccination must only be provided once and must only be provided to the Registrar’s Office.
- d) Impacted Individuals who indicate “No, I am not Vaccinated” or “Prefer not to say” will not be permitted onto the St. Stephen’s College campus.
- e) Verification of vaccination must include (i) your name, (ii) date of vaccination, and (iii) indication that the individual is fully vaccinated. Acceptable documents include government issued vaccination cards/QR codes. If an individual comes to the College from a jurisdiction that does not issue vaccination cards/QR codes, alternative documentation will be reviewed at the discretion of the Principal and Dean.
- f) Visitors to campus are permitted to provide proof of vaccination status immediately upon that visitor’s arriving on campus, without need to complete the process outlined in 3)b) through 3)d) . A visitor’s proof of vaccination must be presented in person to the Registrar’s Office (either the Registrar or the Assistant Registrar) or to the front desk.
- g) Where an Impacted Individual provides a reason based on a medical, religious, or other protected ground recognized by the Alberta Human Rights Act for not being able to be vaccinated, the College will work with the individual to develop and implement an appropriate accommodation. Requests for accommodation should be directed to the Registrar’s Office or the Principal and Dean.
- h) If an Impacted Individual’s vaccination status changes, they must contact the Registrar’s Office to advise.

4. Continued Health Measures:

In addition to implementing the Campus Access Policy, the College is maintaining and recommending the following health measures:

- a) All impacted Individuals who do work on the University of Alberta campus are required to comply with the university’s COVID-19 Vaccination Directive.
- b) College employees who work on the St. Stephen’s College campus are encouraged though not required to register their vaccination status with the University of Alberta using the university’s Campus Ready Pass.
- c) While present on the St. Stephen’s College campus, Impacted Individuals must adhere to the St. Stephen’s College Health and Safety Measures as posted on the College’s website, including all guidelines related to masking, distancing, sign-in for the purposes of contact tracing, isolation, and compliance with ongoing public health measures.
- d) Individuals who test positive for COVID-19 are not permitted on the College’s campus for 14 days.
- e) Regardless of vaccination status, anyone experiencing COVID-19 symptoms and/or anyone who is a confirmed close contact of a positive COVID-19 case must not attend at campus. Individuals feeling unwell should contact 811 Health Link obtain information about AHS testing options.

5. Rationale:

This Policy aims to implement reasonable health measures that promote the safety and wellbeing of our employees and students. This Policy is rooted in the understanding that the College has an obligation to take reasonable steps toward ensuring the safety of the Impacted Individuals present on the College’s campus. The Policy is a reasonable way of achieving these ends for the following reasons:

- a) The SARS-CoV-2 virus is a highly contagious, invisible, and potentially lethal threat that is carried and transmitted easily. Given the persistence of this threat, it is imperative that the College continues to work to ensure a safe work and educational environment for all Impacted Individuals.
- b) Scientific and medical evidence shows that immunization is proven to be effective and safe to protect individuals from COVID-19. St. Stephen’s College recognizes that the research is clear; vaccinations are the safest and most effective way to help stop the spread of COVID-19, to reduce risk of COVID-19 infection, and to minimize risk of severe outcomes due to the COVID-19 virus. National and provincial public health authorities and experts have indicated that the virus is likely to be problematic globally and locally for an extended period of time. The College has an obligation to take all possible reasonable steps to combat the spread of COVID-19, and requiring

vaccination of all individuals on campus is essential to fostering the ongoing safety and resilience of our campus community.

- c) The physical spaces of the College's building are limited in size, and thus we cannot accommodate appropriate distancing, nor can the College reasonably limit our enrolment numbers, and still expect to operate as a college. Moreover, the College's building was built in the early 1950s, and as such does not possess nor benefit from the efficiency and air quality of a modern ventilation system. These pragmatic realities suggest it is reasonable for the College to take steps toward ensuring the safety of our work and educational spaces.
- d) The College draws students from many different provinces and even countries around the world. Nearly half of our student body lives outside of the Greater Edmonton Area, and many of those students travel to the College to take week-long intensive courses. The reality that travel—both domestic and international—is a regular and necessary part of many students' experience at the College creates increased risks of COVID-19 transmission due at the College. Requiring the Impacted Individuals to provide proof of vaccination status safeguards our work and educational spaces, and it also contributes to overall public health. Moreover, given the federal requirement that all domestic and international travellers be vaccinated, many of our students will already need to demonstrate such proof to come to campus.

6. Effective Date and Policy Review:

This Policy is effective November 1, 2021. Individuals who plan to come to campus on December 13, 2021 will need to have their first shot by November 1, 2021.

Given the evolving nature of the COVID-19 pandemic this Policy will be reviewed at least every two (2) months to determine whether the Policy continues to effectively balance safety and privacy of the Impacted Individuals with the College's objective of providing safe work and educational spaces. The review will be conducted with consideration given to the provincial and federal guidelines then in place, the number of active COVID-19 cases in the Province of Alberta at the time, the Alberta vaccination rates, current policies in place at the University of Alberta, and any available data concerning the efficacy of the COVID-19 vaccinations.

Based on the foregoing, the College may elect to keep this Policy in force unchanged, alter this Policy, or no longer require compliance with this Policy.

The College has the right to modify or revoke this Policy at any time, including by enhancing the protections in place and implementing supplementary directives, policies, and/or procedures.

7. Information and Privacy Concerns

The requirement to disclose and supply proof of vaccination is a component of the College's ongoing response to the global pandemic. In collecting this information, the College assumes the responsibility to protect, keep confidential and only use such information for the purpose for which it was collected or as required or authorized by law. All information collected is governed by the "Ethical Conduct" and the "Student Records: Contents, Access, Use, and Protection" policies as articulated in the College's Academic Calendar. This information will only be collected, used and disclosed as required for the reasonable purpose of:

- a) Taking all reasonable precautions during the pandemic to ensure the health and safety of everyone on campus through appropriate health and safety planning based on Vaccination status;
- b) Allowing or denying access to campus; and
- c) Administering this Policy.

8. How Information will be Handled

Self-disclosure information and accompanying verification of vaccination status will be handled in the following way:

- a) The College's Registrar's Office will maintain a password protected excel sheet titled, "Campus Access Spreadsheet". This spreadsheet will indicate (a) name, (b) role at the College (staff, faculty, student, volunteer, or visitor), (c) vaccination status, and (d) verification of proof of vaccine (recorded as a simple "Verified" or "Not Verified"). The College will not keep vaccination records on file.
- b) Access to the password-protected folder and its contents will be limited to the Registrar's Office (which includes the Registrar and Assistant Registrar) and to the Principal and Dean.
- c) Visitors to campus are permitted to provide proof of vaccination status to either the Registrar's Office (either the Registrar or the Assistant Registrar) or to the front desk. For visitors who check in at the front desk, the College will not record their vaccination status in the "Campus Access Spreadsheet".
- d) Immediately after an Impacted Individual is confirmed to be Vaccinated and this is recorded in the Campus Access Spreadsheet, the record provided to the College to confirm vaccination status will be returned to the Impacted Individual, or if electronic, destroyed, along with all copies.
- e) The Impacted Individual's information will only be retained for the duration of the employment, service or academic relationship, or the duration of time this Policy remains in force, whichever is earlier, and will be destroyed thereafter.

9. Enforcement and Discipline

Impacted Individual's who do not comply with this Policy will not be permitted onto the College's campus. Failure to comply with this Policy can be considered an infraction of the College's Ethical Conduct Policy and/or the Code of Student Behaviour.

Employees not adhering to the Policy will be subject to disciplinary action up to and including termination of their working arrangements with the College for just cause. Requests from employees to work remotely in response to or as a means to avoid this Policy are not permitted except where it is considered pursuant to an approved human rights-based accommodation.

Students may immediately consult with the College Dean to determine what, if any, arrangements can be made for the student to continue with classes or other aspects of their program online or through another means that do not require attendance on the College campus. Note that this consultation shall not create any duty on the College to accommodate this request or do any particular thing and does not require a particular outcome; different degree and certificate programs may have different standards and ability to feasibly undertake such arrangements, and the consideration is subject to the College's absolute discretion as to what, if any, alternative arrangements are feasible. Where the student cannot in their or the College's view feasibly continue with classes or other aspects of their program as a result of not being permitted to attend on campus, or where the student otherwise wishes, the student may withdraw pursuant to policies and procedures in place at the time.

Visitors not adhering to the Policy will be asked to leave campus and will not be permitted onto the College's campus.

Any individual who submits fraudulent Proof of Vaccination, fraudulent documentation supporting an accommodation, or any other fraudulent or misleading information regarding any issue arising under this Policy will:

- a) In the case of employees, be immediately terminated for just cause.
- b) In the case of students, be subject to discipline pursuant to the Code of Student Behaviour.
- c) In the case of any other party to whom this Policy applies, be prohibited from attending on the College campus for such duration as determined by the College, and subject to having their contractual or other arrangements and privileges at the College modified, suspended, or terminated.