

St. Stephen's College

Memo: Testing and Vaccination Requirements on the St. Stephen's Campus

3 September 2021

To: All St. Stephen's College Faculty, Staff, Students, and Volunteer Committee Members

Regarding: Testing and Vaccination Requirements on the St. Stephen's Campus

Beginning September 7, 2021, all St. Stephen's College faculty, staff, students, and volunteer committee members are required to do the following before coming to campus:

- Self-declare their vaccination status using a [confidential Vaccination Declaration questionnaire](#), and
- Present proof of either full vaccination or a negative COVID-19 test result (not older than 48 hours) by email or in person to the St. Stephen's College Registrar's Office.

These requirements are part of our Campus Access Policy, which seeks to foster safe work and educational spaces by minimizing the risk of COVID-19 virus transmission on the St. Stephen's College campus. The Campus Access Policy states that all St. Stephen's faculty, staff, students, and volunteer committee members (e.g., board, senate, program committees, etc.) are required to undergo a rapid COVID-19 test before coming to campus. Those who are fully vaccinated with a Health Canada approved COVID-19 vaccine are exempt from this requirement. Proof of either vaccination status or negative COVID-19 test result is required. Exemptions to this testing requirement can be sought based on a medical, religious, or other protected ground recognized by the Alberta Human Rights Act.

These testing and vaccination requirements are part of the College's ongoing response to the global pandemic and will be reviewed every two months to determine whether they continue to effectively balance safety and privacy with the College's objective of providing safe work and educational spaces.

Any questions regarding this policy and its implementation should be directed either to the Registrar's Office or to the Principal and Dean.

FAQs for SSC Community Members:

How do I let the College know that I am Fully Vaccinated?

Prior to coming to campus, all faculty, staff, students, and volunteers are required to complete the confidential [Vaccination Declaration questionnaire](#). Participants who indicate "Yes I am Fully Vaccinated" are required to provide proof of vaccination either by email or in person at the College. Fully vaccinated individuals only need to present proof of vaccination once. Once proof of vaccination is confirmed, individuals are exempt from the testing requirement.

What if I am not Vaccinated or Prefer not to Disclose my Vaccination Status?

Prior to coming to campus, all faculty, staff, students, and volunteers are required to complete the confidential [Vaccination Declaration questionnaire](#). Participants who indicate "No I am not Fully Vaccinated" or "Prefer not to Say" are required to undergo COVID-19 testing and receive a negative COVID-19 test result before coming to campus. This is an ongoing requirement for our community. Test results

must not be older than 48 hours prior to coming to the St. Stephen's campus. Those individuals who plan to be on campus for successive days are only required to be tested once per calendar week.

Is Proof of Vaccination and/or a Negative Test Result Required?

Yes, St. Stephen's College faculty, staff, students, and volunteers will need to present proof of either vaccination status or a recent (<48 hours) negative COVID-19 test result to the Registrar's Office either by email or in person. Fully vaccinated individuals only need to present proof of vaccination once. Those who are not vaccinated or who prefer not to disclose their vaccination status will need to present proof of a negative COVID-19 test each time they come to campus (to a maximum of one test per calendar week).

How do I submit Proof of Vaccination or a Negative Test Result?

Proof of vaccination or negative COVID-19 test result can be presented either by email or in person to the Registrar's Office (that is, to either the Registrar or Assistant Registrar).

What is Acceptable Proof of Vaccination Status or Negative Test Result?

Proof of vaccination and/or a negative COVID-19 test result must include (a) your name, (b) date of vaccination or test, and (c) indication of full vaccination status or negative test result. Acceptable documents include (but are not limited to) vaccination cards issued by a provincial government, vaccination confirmations received when an individual was vaccinated, negative test results received directly from an approved COVID-19 testing facility, or immunization/testing records from MyHealthAlberta.

What does "Fully Vaccinated" Mean?

A "Fully Vaccinated" individual is someone who has received all government recommended doses of a Health Canada approved COVID-19 Vaccine, which may include boosters, and is two weeks past the individual's second dose of a Vaccine.

How old can my Negative Test Result Be?

Test results must not be older than 48 hours prior to coming to the St. Stephen's campus. Those individuals who plan to be on campus for successive days only need to be tested once per calendar week.

Where can I Access Rapid Testing?

Rapid COVID-19 screening tests, which usually take approx. 15–20 minutes to produce results, can be accessed at the following locations:

- A [designated University of Alberta testing station](#) (no charge; appointment required; instructions for accessing these testing facilities will be available soon)
- Any approved testing centre such as a pharmacy or medical office (charges may apply)

What if I my Vaccination Status Changes?

If your vaccination status changes, please reach out to the St. Stephen's Registrar and we will update your file. Those who are fully vaccinated are exempt from the testing requirement.

What if I test Positive before coming to Campus?

Individuals who test positive for COVID-19 are not permitted on the College's campus for 14 days.

What if I am Experiencing COVID-19 Symptoms?

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 and should not visit the

University's rapid testing stations. Individuals feeling unwell should contact 811 Health Link obtain information about AHS testing options.

What if I am Participating in a Week-Long Intensive Course and I cannot come to campus because of either COVID Symptoms or a Positive Test Result?

If you are unable to participate in a week-long intensive course because of COVID-19 symptoms or a positive test result, special permission will be granted for late withdrawal with full refund of course tuition. Documentation in the form of a positive test result, or a note from a medical physician, will be required.

What if I Cannot be Tested on Protected Grounds?

Where an 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 undergo a rapid COVID-19 test, the College will work with the individual to develop and implement an appropriate accommodation. Requests for accommodation should be directed to your supervisor, in the case of employees, or to the Dean, in the case of students and volunteers.

How will my Information be Protected, and who will have Access to It?

Information collected through the Campus Access Policy will be limited to the Registrar's Office (which includes the Registrar and the Assistant Registrar) and the Principal and Dean. Proof of vaccination status and/or negative COVID-19 test result is for verification purposes only. The College will not keep proof of vaccination and/or negative test results on file, though the College will maintain a password protected spreadsheet that records whether or not vaccination status or negative test results have been verified.

The requirement to disclose and supply proof of vaccination status and/or negative COVID-19 test results is a component of the College's ongoing response to the global pandemic. In collecting the information required by this policy, 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 through this policy is governed by the "Ethical Conduct" and the "Student Records: Contents, Access, Use, and Protection" policies as articulated in the St. Stephen's College Academic Calendar. For more information, please consult the Campus Access Policy.

What if Someone does not Comply with this Policy?

Those who do not comply with this policy, either by not undergoing testing before coming to campus or by not declaring their vaccination status, will not be permitted onto the St. Stephen'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.