

**HS16****Policy Addendum – Mandatory COVID-19  
Vaccination**

Classification:	Health, Safety & Security
Responsible Authority:	Director, Risk Management
Executive Sponsor:	Vice President Finance and Administration
Approval Authority:	Algonquin College Executive Team
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**DRAFT****PURPOSE**

This Policy responds to public health requirements that post-secondary institutions establish policies that require proof of full COVID-19 vaccination for persons attending in-person activities on Campus. The purpose of this Policy is twofold: (i) to help ensure the safety and well-being of the College community through vaccination against COVID-19, complementing existing infection prevention and control measures, and (ii) to promote education and awareness regarding vaccination.

**SCOPE**

This policy applies to all College community members who attend in-person activities at the Ottawa, Pembroke and Perth campuses and off-campus locations leased by the College such as Corporate Training Services at 700 Sussex Drive in Ottawa and Employment Services Offices operated by the College outside of Ottawa.

**DEFINITIONS****Word/Term****Definition**College Community  
Member

College Community Members includes all employees, students, students living in Residence, Board of Governors members, contractors and visitors who are attending in-person activities. For clarity, **College Community Member, for the purposes of this Policy, does not include individuals who do not attend in-person activities.**

Full COVID-19  
Vaccination

The completed regimen of necessary doses to achieve full vaccination by approved [Health Canada vaccines](#) or [World Health Organization \(WHO\) vaccines](#). The vaccination is considered completed 14 days following the administration of the complete regimen of doses.

Word/Term	Definition
In-Person Activities	<p>In-person activities means on-campus activity, academic instruction in any setting off-campus, attendance or participation in events or activities and working in either public or business areas of the College.</p> <p>This definition is not intended to include brief or transient access to College campuses, such as deliveries or provision of a service that requires only outdoor access or minimal indoor penetration under otherwise, fully controlled, conditions.</p>

## POLICY

1. Effective immediately and until further notice, it is the policy of the College that all College Community Members provide proof of full COVID-19 vaccination to attend in-person activities.
2. The spectrum of circumstances that may characterize the nature of in-person activities is very broad. The risk of COVID-19 transmission is diminished through the application of a range of infection prevention and control measures including, but not limited to, vaccination. The implementation of all of these measures, concurrently, achieves the greatest degree of safety for the College community. The likelihood of transmission and potential for outbreaks is increased in crowds, confined areas and congregate settings.  
College administrators must consider these factors in exercising discretion in decision-making surrounding the nature of required in-person activities and whether the mandatory vaccination policy should be applied in any particular circumstances. College administrators are responsible for communicating the policy requirements to College Community Members, on a case by case basis, having considered these factors.
3. The College has implemented the use of a digital, proof of vaccination feature within the [Algonquin College Mobile Safety App](#). College Community Members attending in-person activities are required to upload documentation confirming their vaccination status by September 7, 2021 or their first attendance at in-person activities following September 7, 2021. College Community Members who have only received the first dose of a regimen requiring two doses must upload their proof of full COVID-19 vaccination by October 30, 2021.
4. College Community Members who attend in-person activities **at any date after October 30, 2021 are required to upload proof of full COVID-19 vaccination** at least 3 days before their planned attendance.
5. Students participating in placement, co-op or other work-integrated learning programs and who do not attend College campuses are subject to the health and safety policies of the host employer. If, however, these students are required to attend in-person activities at the College, this policy applies.
6. Individuals who have only received the first dose of a two-dose regimen will not be restricted from in-person activities before October 30, 2021. In these cases, individuals will be subject to alternate safety protocols to attend in-person activities.

7. On an ongoing basis, College Community Members who have a *bona fide* medical or other protected reason, in accordance with the Ontario *Human Rights Code*, that prevents them from obtaining full COVID-19 vaccination, must make an attestation confirming the same, using the Mobile Safety App. In these cases, College Community Members will be subject to alternate safety protocols or accommodations to attend in-person activities. The College will take measures to verify such claims and reserves the right to request medical documentation, other confirmation, and/or obtain consultations, as deemed necessary.
8. **Until October 30, 2021**, College Community Members who choose to remain unvaccinated as a matter of personal preference will be subject to additional safety protocols, mandatory training, measures to ensure the continuation of work or studies, or further measures, as may be determined and/or directed by the College, to ensure the health and safety of everyone attending in-person activities.
9. Personal information collected, including but not limited to attestations, proof of vaccination, and any medical information provided, will be stored in accordance with the College's [Freedom of Information and Protection of Privacy Policy](#). Such information and documents will be used only for the purposes set out herein, shared only on a need-to-know basis, stored securely, and deleted permanently when no longer required for such purposes.
10. This policy is enforced in accordance with policy HS 16 COVID-19 Workplace Recovery, the [Employee Code of Conduct Policy](#) and the [Student Conduct Policy](#), respectively.

## PROCEDURE

### Action

**NOTE: It is only necessary to upload proof of full COVID-19 vaccination a single time to support repeated attendance on campus for in-person activities. Once approval is received, it does not expire.**

1.
  - I. Download and use the Algonquin College Mobile Safety App, following the imbedded instructions to upload COVID-19 vaccine dose administration documentation, by the dates stipulated in the policy.
  - II. Complete the proof of vaccine submission at least 3 days before to your first planned attendance for in-person activities on-campus.
  - III. Upon approval of submitted documentation, receive correspondence that confirms approval and / or provides additional information or guidance relating to their submission.

### Responsibility

All College Community Members

- IV. In circumstances where the Algonquin College Mobile Safety App cannot be used, follow the link below to use the web-based version of the App.  
[\[https://algonquincollege.apparmor.com/WebApp/default.aspx?menu=Welcome](https://algonquincollege.apparmor.com/WebApp/default.aspx?menu=Welcome)
2.
  - I. Follow the vaccination requirements set out by International Students  
[federal authorities](#).
  - II. Follow vaccination guidance provided through the International Education Centre in circumstances where vaccination or re-vaccination using Health Canada approved vaccines is necessary.
  - III. The same documents utilized to provide proof of vaccination for the ArriveCan app can be used to upload to the Algonquin College Mobile Safety App.
  - IV. As necessary, the associated dates of compliance will be based on arrival dates and adjusted accordingly to accommodate any necessary vaccination dosage regimen.

## SUPPORTING DOCUMENTATION

## RELATED POLICIES

AD 02 Freedom of Information and Protection of Privacy  
HS 16 COVID-19 Workplace Recovery  
SA 07 Student Conduct  
HR 18 Employee Code of Conduct

## RELATED MATERIALS

Occupational Health & Safety Guidelines COVID-19  
<https://www.algonquincollege.com/safety-security-services/files/2020/06/COVID-19-OHS-Guidelines-Jun-2020.pdf>

Returning to Campus Resources – Students  
<https://www.algonquincollege.com/coronavirus/return-to-campus-students/>

Returning to Campus Resources – Employees  
<https://www.algonquincollege.com/coronavirus/return-to-campus-employees/>

Algonquin College Mobile Safety App  
<https://apparmor.apparmor.com/clients/algonquincollege.com/>  
Additional College COVID-19 Vaccination Information  
<https://www.algonquincollege.com/coronavirus/vaccination-resources/>

Ottawa Public Health

<https://www.ottawapublichealth.ca/en/public-health-topics/covid-19-vaccine.aspx>

Renfrew County and District Health Unit

<https://www.rcdhu.com/novel-coronavirus-covid-19-vaccine-rollout/>

Leeds, Grenville & Lanark District Health Unit

<https://healthunit.org/health-information/covid-19/protection/>

Government of Canada – Vaccines and Immunization

<https://www.canada.ca/en/public-health/services/immunization-vaccines.html>

COVID-19 Vaccines for Ontario

<https://covid-19.ontario.ca/covid-19-vaccines-ontario>