

HS 16 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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Mandatory Review Date:	As Required

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	<p>A College Community Member is considered fully vaccinated if they have received:</p> <ul style="list-style-type: none"> • The full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines, • One or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, or

- Three doses of a COVID-19 vaccine not authorized by Health Canada; and
- They received their final dose of the COVID-19 vaccine at least 14 days ago.

In-Person Activities

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.

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.

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.
3. 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.
4. The College has implemented the use of a digital, proof of vaccination feature within the [Algonquin College Mobile Safety App](#). Effective October 31, 2021, College Community Members attending in-person activities are required to upload documentation confirming their fully vaccinated status at least 3 days before their first attendance at in-person activities. Proof of full COVID-19 vaccination includes the required doses and the 14-day wait period following the last dose.
5. College Community Members who believe they are exempted from vaccination requirements due to a bona fide medical or other protected ground under the Ontario Human Rights Code are required to use the Algonquin College Mobile Safety App to register a request for exemption. Employees will be contacted by Human Resources and students will be contacted by Student Support Services to process their request for review. These reviews require considerable time to complete, so College Community Members are

encouraged to submit a request as soon as they are aware they may need to attend on-campus or in-person activities, well in advance of their planned attendance. The College will take measures to verify such claims and reserves the right to request medical documentation, or other formalized documentation attesting to a protected ground under the Ontario Human Rights Code.

6. College Community Members who do not 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, will not be permitted to participate in on-campus and in-person activities.
7. 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.
8. On an ongoing basis, College Community Members who have a bona fide medical or other protected grounds, in accordance with the Ontario Human Rights Code, that prevents them from obtaining full COVID-19 vaccination, will be subject to alternate safety protocols (ie. rapid antigen testing) or accommodations to attend in-person activities.
9. Personal information collected, including 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

Responsibility

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.

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| <ol style="list-style-type: none"> 1.0 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. 1.1 Complete the proof of vaccine submission at least 3 days before to your first planned attendance for in- person activities on-campus. | <p>All College Community Members</p> |
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- 1.2 Upon approval of submitted documentation, receive correspondence that confirms approval and / or provides additional information or guidance relating to their submission.
- 1.3 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](#).
- 2.0 Follow the vaccination requirements set out by [federal authorities](#). International Students
- 2.1 Follow vaccination guidance provided through the International Education Centre in circumstances where vaccination or re-vaccination using Health Canada approved vaccines is necessary.
- 2.2 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. In addition, if required to obtain an additional dose of Health Canada approved vaccine, the provincial government vaccine certificate must be uploaded.

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

<http://www.algonquincollege.com/safety-security-services/11-18-21-hs-16-covid-19-ohs-guidelines/>

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>