



COVID-19 Vaccination Protocol

Background

Parkland School Division has implemented a COVID-19 vaccination protocol to increase the protection and safety of our employees, independent contractors, and visitors by reducing the transmission of COVID-19 within our schools and buildings.

Achieving high vaccination rates is part of a range of measures and actions that can help prevent and limit the spread of COVID-19. Vaccination against COVID-19 helps reduce the number of new cases and severe outcomes, including hospitalizations and death due to COVID-19. Having a high COVID-19 vaccination rate at Parkland School Division has several benefits, including reduced risk of infection and outbreak, reduced absenteeism, enhanced employee and stakeholder confidence in returning to the workplace/classroom, and to decrease school outbreaks resulting in a return to online learning.

Definitions

1. **“Fully Vaccinated”** means:
 - a. having received two doses of a vaccine considered valid by Health Canada in a two dose COVID-19 vaccine series, or one dose of a vaccine considered valid by Health Canada in a one dose COVID-19 vaccine series; and,
 - b. having fourteen days elapsed since the date upon which the person received the second dose of the COVID-19 vaccine considered valid by Health Canada of a two dose series, or one dose of the COVID-19 vaccine considered valid by Health Canada in a one dose vaccine series.

2. **“Partially Vaccinated”** means:
 - a. having received one dose of a vaccine considered valid by Health Canada in a two dose COVID-19 vaccine series; or,
 - b. having complied with Article 1(a) but fourteen days have not elapsed since the date upon which the person received the second dose of the COVID-19 vaccine considered valid by Health Canada of a two dose series, or one dose of the COVID-19 vaccine considered valid by Health Canada in a one dose vaccine series.

3. **“Unvaccinated”** means: not being in compliance with definition one as noted above or not willing to disclose vaccination status.
4. **“Division Building”** means: schools, property, premises and facilities owned or leased by Parkland School Division.
5. **“Employee”** means: any individual employed by Parkland School Division (the “Division”).
6. **“Independent Contractor”** means: any individual employed by another organization retained by the Division to provide services, or any individual with whom the Division has entered into a contractual relationship and identified therein as an *independent contractor*.
7. **“Practicum Student”** means: any individual who engages in Division related activities and who has direct contact with Division employees and/or students within the role of:
 - a. any kind of educational placement or practicum provided through an agreement between the Division and a post-secondary educational institution (i.e. student teachers, educational assistants, nurses, psychologists, behaviour therapists, speech language pathologists etc.); or,
 - b. any internship, co-op placement or apprenticeship program.
8. **“Tenant”** means: any person who has entered into a contract or lease agreement with the Division to occupy space in any capacity in a Division property.
9. **“Contractor”** means: a third party hired by Parkland School Division to provide a wide variety of services which include major projects, Facility Service contractors, program support contractors, psychologists, health navigators, Community Connectors, service providers (e.g. food services, school photographers), School Resource Officer, etc.
10. **“Visitor”** means: any individual who does not regularly work or attend the school or site they are visiting, and the individual:
 - a. will be entering the school beyond the reception/front entrance for fifteen (15) minutes or longer,
 - b. cannot maintain physical distancing, or
 - c. will be interacting with students.
11. **“Volunteer”** means: an individual who assists the school and/or students in curricular and/or extra-curricular activities, not including Division employees. Volunteers could include guest speakers, presenters, special visitors to the school or School Council members while in their role as School Council members, and/or any other member of an organization who may not be an employee of the Division but who provides services within a School Building.

Procedures

Employee Disclosure of Vaccination Status

1. Employees shall disclose their vaccination status to the Division on or before November 15, 2021 as:
 - a. Fully Vaccinated
 - b. Partially Vaccinated
 - c. Unvaccinated

2. **School Based Employees** who are Fully Vaccinated or Partially Vaccinated and **are willing to do so**, shall show proof of being Fully Vaccinated and/or Partial Vaccination to the school Principal.
Centre for Education or non-school based employees shall disclose vaccination status to the Director of Human Resources.

3. **All employees** shall submit/verify their vaccination status by:
 - a. Using the [QR code](#) and Government of Alberta App (see appendix A)
 - b. Showing a paper/electronic record of vaccination (See appendix A for acceptable documentation requirements)
 - c. Completing an Employee/Volunteer COVID-19 Vaccination Disclosure and Attestation to be submitted to Human Resources
 - d. Once collected from employees, all Principals, Directors, and Executive shall submit proof of vaccination and Employee/Volunteer COVID-19 Vaccination Disclosure and Attestation to the Director of Human Resources
 - e. All documents are to be submitted in the manner as required by the Division.

4. While all Employees are required to submit the required documentation as above, any employee who wishes to do so, may choose to submit their vaccination status and Employee/Volunteer COVID-19 Vaccination Disclosure and Attestation directly to the Director of Human Resources to protect confidentiality.

5. This protocol applies to all employees including substitute teachers and casual support staff. Human Resources shall contact, verify and collect any documentation as required under this protocol.

6. Partially Vaccinated employees shall have until December 13, 2021, to become Fully Vaccinated by receiving their second vaccination and shall subsequently provide an additional declaration once they are Fully Vaccinated.
 - a. After December 13, 2021, Partially Vaccinated staff shall be required to submit proof of Negative Rapid Antigen Test as defined by this protocol at their own expense.

Volunteer/Visitor Disclosure of Vaccination Status

7. **Regular volunteers** shall disclose vaccination status and submit an Employee/Volunteer COVID-19 Vaccination Disclosure and Attestation to the school principal. The school principal shall:
 - a. Keep a confidential record for the duration the volunteer activity;
 - b. Destroy the record upon completion of the volunteer activity.
8. **For short term or occasional volunteer activities or for Visitors** who are entering the school to interact with students or be in situations where physical distancing cannot be maintained, proof of vaccination shall be verified as follows:
 - a. Using the [QR code](#) and Government of Alberta App (see Appendix A);
 - b. Showing a paper/electronic record of vaccination (See Appendix B for acceptable documentation requirements);
 - c. Showing a proof of Negative COVID-19 Rapid Antigen Test completed within the last 72 hours;
 - d. No permanent record is required to be kept.
9. Any person coming to a Division Building, who is only there to conduct a **brief interaction/transaction** that will take **less than 15 minutes** while appropriate health measures are observed (e.g. masking, physical distancing), will NOT require proof of vaccination.

Exemptions

10. The Division recognizes its responsibilities and duties pursuant to the *Alberta Human Rights Act*. If an Employee is unable to be vaccinated due to a protected ground as defined by the *Act*, the Division will consider requests for exemption and reasonable accommodation to the point of undue hardship.
11. Any employee/volunteer/visitor may request an exemption or accommodation under the [Protected areas and grounds under the Alberta Human Rights Act](#) as follows:
 - a. Individuals requesting an exemption or accommodation for medical reasons are to have a medical doctor complete a [Parkland School Division Vaccine Medical Accommodation Request Form](#).
 - b. Individuals requesting an exemption or accommodation for other reasons under the Human Rights Act must complete a [Parkland School Division Vaccine Accommodation Request Form \(Non-Medical\)](#) with appropriate supporting documentation.
 - c. The completed form(s) shall be submitted to the Director of Human Resources for final approval.

- d. Any individual who is granted an exemption or accommodation under the [Protected areas and grounds under the Alberta Human Rights Act](#) may still need to submit proof of Negative COVID-19 Rapid Antigen Screening Test as determined by the Superintendent of Schools.
12. Any employee who is unable to receive an exemption or accommodation under the [Protected areas and grounds under the Alberta Human Rights Act](#) and does not wish to submit proof of Negative COVID-19 Rapid Antigen Testing results may:
- a. Apply, if applicable, to the Superintendent of Schools, for an unpaid leave of absence. Any approval for unpaid leave:
- Shall be at the discretion of the Division;
 - Is subject to time limitations determined by the Division;
 - May not apply to any employee or employee group when the absence causes undue hardship for the Division.
- b. If an employee has been granted Work From Home provisions (as per the Division [Work From Home Protocol](#)), either fulltime or for a determined period of time, that employee may not be required to meet the requirements of this Protocol while approved to work from home.
- In the event that an employee has been granted permission to work from home as above, they will be required to submit a Negative COVID-19 Rapid Antigen Screening Test result, at their own expense, if the Division requires the employee to return to work at a Division Building regardless if the period of time is occasional, temporary or on a permanent basis. The decision for an employee who has been granted work from home to return to work is at the discretion of the Division.
 - When an employee has been recalled to perform their duties in a Division Building, they will be required to be in compliance with this protocol.
 - The [Work From Home Protocol](#) is not intended as a mechanism for an employee to avoid the requirements of this protocol.
13. Nothing in this Protocol with regards to a leave of absence or a work from home provision:
- a. shall create any special consideration, expectation or entitlement in that regard;
- b. shall be construed to mean that any employee has any entitlement to start or continue working-from-home as a substitute for compliance with this Directive; or
- c. affects the Division's ability or discretion to decide, in the case of any public health or similar government mandate requiring work-from-home, whether operational necessity requires any employee to work in person.

Unvaccinated Employees

14. Any Employee who is unvaccinated or partially vaccinated must submit proof of as follows:
 - a. Every Monday and Thursday of the work week prior to the start of work shift;
 - b. Tests administered Sunday afternoon (for Monday submission) or Wednesday afternoon (for Thursday Submission) are deemed acceptable;
 - c. If a Monday or Thursday is a non-work day, the Negative COVID-19 Rapid Antigen Screening Test shall be submitted the following work day.
15. The COVID-19 Rapid Antigen Screening Test must be administered at a licensed pharmacy.
 - a. The Division reserves the right to select and approve vendors for the administration of the COVID-19 Rapid Antigen Screening Test.
16. Any time required for COVID-19 Rapid Antigen Screening Test is at the employee's own time expense and employees are not permitted to access entitlements, unless otherwise provided under respective employment contracts/agreements or collective agreement.
17. In the event that an Employee tests positive in response to a mandatory COVID-19 Rapid Antigen Screening test, the Employee must:
 - a. book themselves absent (coded as COVID SICK AND/OR ISOLATION) and request a substitute teacher or casual support staff (if applicable);
 - b. submit to mandatory COVID-19 polymerase chain reaction (PCR) testing as soon as possible but no more than 48 hours following confirmation of the results of the Rapid Antigen Screening test, and as directed by the Division;
 - c. isolate until the results of the COVID-19 PCR test are confirmed; and,
 - d. follow AHS guidelines if COVID-19 PCR is positive or provide proof of a negative COVID-19 PCR test, as soon as it is received, prior to attending at any Division property.
18. COVID-19 Rapid Antigen Screening tests will be at the direction of and expense as follows:
 - a. From November 15, 2021 to December 9, 2021, the Division will pay for all the COVID-19 Rapid Antigen Screening Tests.
 - b. During this period, Employees will be required to submit expense claims for the administration of tests as directed.
 - c. **Beginning December 13, 2021**, the COVID-19 Rapid Antigen Screening Tests will be at the expense of the employee.
19. Any COVID-19 Rapid Antigen Screening Test(s) required by the Division for Vendors, Contractors, Volunteers or Visitors will be at their own expense.

20. If an Unvaccinated Employee has been diagnosed with COVID-19 they will not be required to submit the results of a negative COVID-19 Rapid Antigen Screening Test for a period of six (6) weeks from the time the employee has been cleared to return to work by Alberta Health Services. This clause is subject to a written request with appropriate medical documentation being provided to Human Resources.

Other

21. Subject to the exemptions set in this protocol, all new Employees hired on or after November 15, 2021, shall be required to be Fully Vaccinated prior to their first day of work and show proof thereof through the provision of an Alberta Health Covid-19 Immunization Record.

22. Subject to the exemptions set in this Protocol, Practicum Students must provide proof of vaccination to their educational institution, who in turn shall provide a declaration of compliance to the Division which indicates that the Practicum Student is Fully Vaccinated.

23. Tenants shall provide a declaration of compliance to the Division which indicates that the Tenant and all employees thereof who are attending at any Division property are Fully Vaccinated.

24. Contractors working in Division schools or facilities must be in compliance with the Division's COVID-19 vaccine protocol. Contractors are required to provide proof of vaccination and/or proof of compliance to this protocol as determined by the Division to Human Resources. Human Resources will provide the contractor with a letter verifying that they are in compliance.

25. Temporary or occasional Contractors will be required to provide proof of vaccination to Division staff to enter a Division Building as required. Temporary or occasional Contractors include but are not limited to service or repair personnel.

Non-Compliance

26. Failure to comply with this Protocol, including, but not limited to; refusal to disclose vaccination status, refusal to comply with applicable testing requirements or the provision of false or misleading information, may result in the employee being subject to:

- a. administrative action; and
- b. disciplinary action, up to and including termination of employment.

27. With respect to any non-Employees to which this Protocol is applicable, any individual, tenant, employer or organization who fails to comply with any part of this Protocol, including being found to have falsified vaccination or test results, will be considered to be in non-compliance with this Protocol. This will result in a request to immediately leave Division property and may further result in the termination of contract or participation in Division activities. With respect to any Practicum Students, any event of non-compliance may result in reporting the event of non-compliance to the appropriate post-secondary institution.

Support for Vaccination

28. If operationally feasible, and with the permission of their immediate supervisor, employees may be released on work time to be vaccinated on-duty by using absence code COVID-19 Vaccination to a maximum of three (3) hours for each dose.

Continued Compliance with all Health and Safety Precautions

29. All employees, volunteers and visitors are expected and required to continue to comply with all applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with screening protocols, wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring for potential COVID-19 symptoms daily prior to attending the workplace.

Protection of Privacy

30. The Division will only collect, use and disclose any personal information regarding any individual subject to this Protocol in accordance with the *Freedom of Information and Protection of Privacy Act* ("FOIP").

31. Information regarding any individual's vaccination status, including but not limited to any individual's Alberta Health COVID-19 Immunization Record or Proof of Negative COVID-19 Rapid Antigen Screening Test result will be kept confidential, stored in a secure location, and access and disclosure limited to that permissible by FOIP.

Prevention of Harassment, Bullying or Discrimination

32. Harassment, bullying or discrimination of any type against individuals based on their vaccination status, compliance with this Protocol or any other reason will not be tolerated as per applicable.

Review and Duration

33. Due to the evolving nature of this public health matter, and ongoing direction from public health officials and the Minister of Education, this Protocol will be updated as required from time to time.
34. This Protocol will remain in effect until rescinded by the Superintendent of Schools.

Appendix A: Government of Alberta COVID Records App

AB COVID Records Verifier is the only official app approved to scan Alberta vaccine record QR codes to ensure they are authentic. If the record is valid, the app will display a green checkmark and the person's legal name and date of birth.

Download the app for free from [Google Play](#) or the [App Store](#). Update your app when new versions are released to ensure it is operating properly.

- Compatible tablets and mobile devices must run iOS 13 or Android 8 or higher.
- App requires permission to access your device's camera.
- Internet access is not required when scanning QR codes.
- Multiple devices can scan QR codes at the same time to handle large crowds.

Resources

- [How to use the AB Covid Records Verifier app.](#)
- [About the QR verifier app.](#)
- [REP guidance, posters and fact sheets.](#)

Scan Alberta vaccine records

At this time, the verifier app can only scan QR codes from Alberta COVID Records. For out-of-province, First Nation, Military or international records, manually verify the printed information on their record and ensure name and birthdate matches their ID.

Scanning tips

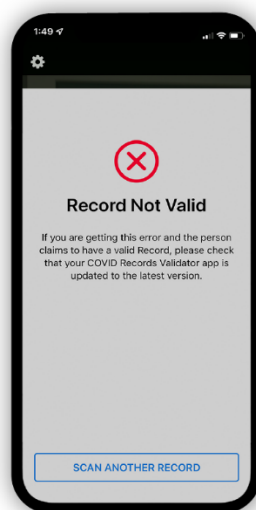
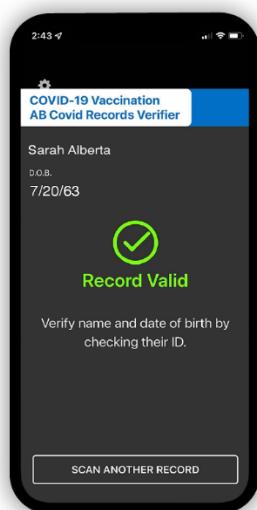
- Scanning from phone: Have patron turn up brightness on their phone and zoom into the QR code.
- Scanning from paper: Record might not scan if damaged, folded across the QR code, or if printed in small scale or low quality. Manually verify information on the printed portion of record, or ask patron to download new record from alberta.ca/CovidRecords.
- Scanning multiple records: Click "scan next" before going to the next person.

Record valid message

- Patrons' vaccine record meets all requirements. Check name and birthdate against their ID to verify identity.

Record not valid message

- The patron may not yet meet the vaccination requirements.
- If the patron received 3 doses and you're using an iOS device, an [updated app](#) is now available to fix issues when scanning records of people who've had 3 doses.
- The patron can show the paper record received at their appointment or printable card without QR code until November 15, 2021. Operators must verify the last dose was given at least 14 days prior.
- If the patron feels there is a mistake, they can try downloading a new record from alberta.ca/CovidRecords.
- A patron must be denied entry if they are not able to show proof of vaccination, a negative COVID-19 test taken within the previous 72 hours, or a medical exemption.



Other accepted vaccine records

Vaccine records accepted in Alberta

1. Alberta vaccine record with QR Code will be the only valid Alberta proof of vaccination accepted by operators participating in the [Restrictions Exemption Program](#) as of November 15, 2021.
2. Paper records from vaccination appointments or previous Alberta vaccine records without QR codes that show name, birthdate, and vaccination type and date will be accepted until November 14, 2021.
3. Other accepted forms of proof of vaccination include:
 - [Other provincial vaccine records](#)
 - First Nation vaccine records
 - Canadian Armed Forces vaccine records
 - [ArriveCan app](#) and valid international travel identity document

Verify identity

1. Schools must verify the identity of patrons 18 and older by ensuring the name and birthdate on their proof of vaccination record matches their ID to allow entry.
2. Examples of accepted personal identification include (photo ID not required):
 - birth certificate
 - citizenship card
 - driver's license
 - government issued identification card
 - health care card
 - Métis card, Treaty card or Inuit status card
 - passport
 - permanent resident card
- If the patrons' name or birthdate are incorrect, they must correct it using the steps listed in the help section above.

Protect privacy

Verifier app

- The verifier app only scans the information contained in the QR code (name, birthdate, vaccination status), it does not have access to any other personal or health information.
- No data, personal information, or analytics will be collected or stored in the app or on the device used to scan QR codes. Read the full [privacy statement](#).

Saving records for re-entry

- Operators and employers should obtain legal advice if they wish to save vaccination records to maintain a list of individuals who can enter and re-enter a facility without showing proof of vaccination each time.
- Personal health information should not be stored onsite.

Technical support

If you have other issues or questions that cannot be resolved using the tips listed above, contact Alberta COVID Records Support.

Hours: 7am to 7pm (Monday to Friday) and 9am to 5pm (Saturday and Sunday)

Toll free: [1-888-527-1224](tel:1-888-527-1224)

Email: Covid19Record@gov.ab.ca

Paper/Electronic Records of Vaccinations

Individuals can print off the paper copy of their QR code record by visiting:

<https://covidrecords.alberta.ca/home>

Additionally, printable versions of vaccination records can be accessed by setting up an account with myHealth Records at:

<https://myhealth.alberta.ca/myhealthrecords>

From the dashboard in MyHealth Records, proceed to My Personal Records and navigate to the Immunizations portion of the website. There is an option to <Print Immunizations>, where printed copies of all immunizations are available.

Vaccine records accepted in Alberta

1. [Alberta vaccine record](#) with QR Code will be the only valid Alberta proof of vaccination accepted by operators participating in Restrictions Exemption Program (REP) **as of November 15, 2021**.
2. Paper records from your vaccination appointment or previous Alberta vaccine records without QR codes that show name, birthdate, and vaccination type and date will be accepted until November 14, 2021.
3. Other accepted forms of proof of vaccination include:
 - Other provincial vaccine records
 - First Nation vaccine records
 - Canadian Armed Forces vaccine records

Note: You will need to get a new [vaccine record](#) every time you get another dose.