

COLUMBIA COLLEGE CALGARY COVID-19 VACCINATION POLICY

Purpose of this Policy

Columbia College is committed to taking all necessary steps to maintain a safe and healthy work environment for all of its employees, students and other community members attending at Columbia College or interacting with Columbia College personnel.

The [Alberta Government](#) has stated that "[i]mmunization is one of the most important public health measures used to protect the health of Albertans." Various health organizations, including the World Health Organization, have deemed vaccines to be [safe and effective](#). It is clear that vaccines are the safest and most effective method of limiting the spread of COVID-19 (including known variants) and preventing severe symptoms and hospitalizations connected to COVID-19. Governmental (federal and provincial) and public health authorities have strongly recommended that all people get fully vaccinated as soon as possible.

The nature of Columbia College's operations are such that many Columbia College employees and other personnel are required to work in regular close contact with students and others.

Accordingly, as part of our commitment to maintaining a safe and healthy work environment, Columbia College is implementing this COVID-19 vaccination policy (this "**Policy**"), in an effort to reduce the risk of transmission, serious illness and death from COVID-19.

Applicability of this Policy

This Policy will apply to all Columbia College employees, contractors, consultants and other personnel ("**Columbia College Personnel**").

Vaccination Status

In this Policy, the following terms shall have the following meanings:

"**fully vaccinated**" means that an individual is at least 14 days from having received a complete dose or doses of a Health Canada approved vaccine. More specifically, Columbia College Personnel will be considered fully vaccinated if the individual is at least 14 days from having received:

- Two doses of the AstraZeneca/COVIDSHIELD, Pfizer or Moderna vaccine, or any combination of such vaccines; or
- One dose of the Janssen (Johnson & Johnson) vaccine; or
- Has received any other COVID-19 vaccine that may be approved by Health Canada from time to time.

"**COVID-19 test**" means a Health Canada approved rapid screening test or a lab based PCR test (approved by either Health Canada or the lab accreditation body of the jurisdiction in which the test is performed) which:

- (a) the Columbia College Personnel has taken within the last 72 hours;
- (b) clearly outlines the laboratory that completed the test (if applicable), the type of test, the time of sample collection, and a clear indication of a negative result; and

(c) is not sourced from the Alberta Health Services public COVID-19 testing system.

Effective November 1, 2021, all Columbia College Personnel are required to provide confirmation to Columbia College that they are fully vaccinated. Between November 1 and December 31, 2021, inclusive, Columbia College Personnel who have not provided proof that they are fully vaccinated will be subject to mandatory COVID-19 testing on a twice per week basis (or more frequent basis, as may be determined by Columbia College, should COVID-19 case loads and other relevant factors warrant). Columbia College Personnel are responsible for arranging and paying for any required COVID-19 test.

Effective January 1, 2022, all Columbia College Personnel are required to provide confirmation to Columbia College that they are fully vaccinated, and subject to the accommodation measures set out below, will no longer have the option of submitting to COVID-19 testing as a condition of employment, contracting or consulting services. Subject to the accommodation measures set out below, Columbia College Personnel who fail or refuse to provide confirmation to Columbia College of full vaccination status by January 1, 2022 will have their employment, contractor or consulting relationship, as applicable, terminated.

Subject to the accommodation measures set out below, any new hires between November 1 and December 31, 2021, inclusive, will be required to provide confirmation to Columbia College that they are fully vaccinated or will be subject to mandatory COVID-19 testing requirements as set out above, as a condition of hire. Effective January 1, 2022, any potential new hires will be required to provide confirmation to Columbia College that they are fully vaccinated as a condition of hire, subject to the accommodation measures set out below.

Columbia College is prepared to provide Columbia College Personnel with paid time off in order to receive a vaccination. Columbia College Personnel who require paid time off in order to receive a vaccination should schedule such time off with their supervisor.

Proof of Vaccination

Columbia College Personnel will be required to provide vaccination records from a public health authority confirming the vaccine(s) received and the date of vaccination(s) to Columbia College's using the [Declaration of Vaccination Form](#) or Human Resources Manager at caroline.nip-chan@columbia.ca

Columbia College Personnel who received their vaccinations in Alberta can obtain and provide proof of vaccinations records using <https://myhealth.alberta.ca/myhealthrecords> or <https://covidrecords.alberta.ca>

Privacy

All vaccination records will be kept confidential and protected by Columbia College, and will be used only for the purpose of enforcing this Policy. Columbia College will abide by all applicable privacy legislation with respect to the collection, use and disclosure of vaccine records.

Accommodations

Columbia College Personnel who are not able to receive a vaccination for valid medical or religious reasons, or based on any other protected ground as set out in the *Alberta Human Rights Act*, will be accommodated by Columbia College to the point of undue hardship. It is the responsibility of Columbia College Personnel who are unable to receive a vaccination for any of the reasons set out above to request an accommodation from Columbia College. Any Columbia

College Personnel seeking an accommodation will be required to cooperate with Columbia College with respect to determining reasonable accommodation measures.

Failure to Comply with this Policy

Subject to the accommodation measures set out above, Columbia College Personnel who fail to comply with this Policy will have their employment, contractor, consulting, volunteer or other relationship with Columbia College terminated.

Amendments/Modifications to this Policy

Columbia College reserves the right to unilaterally modify or amend this Policy from time to time, based on government and health authority directives, recommendations and restrictions, developments in the COVID-19 pandemic and other relevant factors. Columbia College will provide as much advance notice as possible to Columbia College Personnel of any modifications or amendments to this Policy.

Further Information

Columbia College Personnel are encouraged to visit the Government of Canada website [COVID-19 Vaccines: Authorized vaccines - Canada.ca](https://www.canada.ca/en/health-canada/services/vaccines-and-immunization/authorized-vaccines.html) for more information regarding Health Canada approved vaccines.

Further information regarding vaccines from the Government of Alberta, including information regarding the safety of vaccines, can visit [COVID-19 vaccines and records | Alberta.ca](https://www.alberta.ca/covid-19-vaccines-and-records.aspx)

Columbia College strongly encourages any Columbia College Personnel who have not already been fully vaccinated to speak with their physician to discuss COVID vaccinations. If any Columbia College Personnel do not have access to a physician, Columbia College would be happy to assist such Columbia College Personnel in connecting with a physician.

Other Precautions

Columbia College Personnel are required to abide by all mask mandates and other measures that may be implemented by Columbia College from time to time to reduce the risk of transmission, serious illness and death from COVID-19.