

COVID-19 Vaccination Policy

Policy Title:	COVID-19 Vaccination Policy
Policy Number:	S901
Owner:	Office of the President and CEO
Approved by:	CET
Effective Date:	September 1, 2021
Reference:	N/A
Links to Other Policy:	Occupational Health & Safety (CR1201) Workplace Accommodation & Return to Work Academic Accommodations for Students with Disabilities Employee Discipline / Student Code of Conduct Mandatory Mask Policy

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

Definitions:

“COVID-19” is an acute respiratory illness that emerged in 2019 and became a global pandemic in 2020.

“Immunization, Vaccination, or Inoculation” is a process by which a person receives protection from severe illness caused by disease. This is accomplished through the administration of a vaccine into the body.

“Medical Contraindication” is when individuals have a medical reason or condition that prevents them from receiving the COVID-19 Vaccine.

“Fully Vaccinated” pertains to individuals who have received the completed series of an accepted COVID-19 vaccine. An individual is considered fully vaccinated 14 days after receiving their final dose.

“Exemption” is when an individual receives an exemption from getting a COVID-19 vaccine based on a medical contraindication or an exemption under the Ontario Human Rights Code. Individuals who seek an exemption will be required to comply with additional health screening protocols.

“Accepted Vaccine” is a COVID-19 vaccine that has been approved for use by Health Canada and/or the World Health Organization for emergency use.

“SLC Safe App, Assessment Tool” the app for mobile devices used for health screening and providing proof of vaccination status.

“Proof of Vaccination Status” is when an individual who wishes to access College Campuses or Facilities provides documentation from a recognized health agency that they have received a COVID-19 vaccine or have been “fully vaccinated.” Proof of vaccination status should be uploaded to the SLC Safe App.

“Recognized Health Agency” is an agency that has been approved to record and/or administer an accepted vaccine.

Purpose:

St. Lawrence College has adopted this policy to increase the protection and safety of our students, employees, and local communities by adopting recommended procedures to negate the transmission of COVID-19 within College communities.

Scope:

In alignment with the directives of the Ministry of Colleges and Universities as well as recommendations made by local public health units, the College has adopted this COVID-19 vaccination policy effective for the fall 2021 term. Students, employees, volunteers, contractors, and members of the public who wish to physically access College facilities and campuses will be required to be fully vaccinated.

POLICY

1. Initial Policy Statement & Basic Requirements

St. Lawrence College is putting the safety and wellbeing of employees, students, and our communities first. Considering the pending risks posed by COVID-19, the College requires all students, faculty, staff, and visitors who access St. Lawrence College Campuses and facilities, who can be, to be vaccinated against COVID-19. Commencing November 22, 2021 individuals who are not vaccinated and who do not have an approved exemption will be denied access to St. Lawrence College campuses. Students will be responsible for any class or lab time lost, and associated expenses and may be subject to discipline under the Student Code of Conduct. Employees who are denied access to St. Lawrence College campuses or facilities due to non-compliance with this policy may be placed on unpaid leave and be subject to discipline under the Employee Discipline Policy.

2. Providing Proof of Vaccination Status

Individuals who attend St. Lawrence College campuses and facilities must confirm their vaccination status using the SLC SAFE app. Individuals who upload their proof of vaccination status will be presented with a QR code confirming compliance with this policy and be granted access to campus and college facilities. Persons without a mobile device will be assisted upon entry into the campus. If an individual has not uploaded proof of vaccination they must retain proof of vaccination on their person to enter St. Lawrence College Campus and Facilities.

All students and employees who physically access St. Lawrence College campuses and facilities must provide the required information from the SLC Safe App and answer questions truthfully. Various events or circumstances on campus will require individuals to present their completed Vaccine Passport (QR code) upon request, including upon entry to the campus. Certain programs require vaccinations to complete placements and additional proof of vaccination status could be required by students in those programs. Access to SLC campuses and other facilities will be denied should an individual not complete the required steps highlighted in the SLC Safe App. Please refer to the Monitoring section of this policy for further details on enforcement.

Note: The ability to access college campuses and facilities is a condition of employment. To ensure compliance with the policy and to ease access to the college all employees must complete the SLC safe app and indicate vaccination status by end of day November 21, 2021.

Questions from employees should be directed to employeevacc@sl.on.ca

3. Providing False Attestation of Vaccination Status

Individuals who make false attestations about and/or provide false documents related to being vaccinated will be subject to disciplinary actions, up to and including expulsion for students, termination of employment for employees, voiding of contracts for contractors, and removal and restriction from campus and St. Lawrence College facilities for visitors or event attendees. Individuals could be held liable in situations where false attestations or information have been provided.

Staff and students will be subject to the same disciplinary action noted above should they provide false or misleading statements or information through the Exemptions and Accommodations process noted below.

Should you have any questions in regards to the principles of progressive discipline at the College you may refer to the [Student Code of Conduct](#) and the [Employee Discipline](#) Policy.

4. Exemptions & Accommodations

Any SLC employee or student who cannot be vaccinated due to a medical contraindication or on protected grounds recognized by the Ontario Human Rights Code can request an exemption by contacting the following:

Students: wellness@sl.on.ca

Staff, Faculty, and Volunteers: employeevacc@sl.on.ca

Students and employees who have an approved exemption will be subject to additional health and safety protocols which will include but are not limited to being required to have a negative COVID-19 antigen test from within three days/72 hours of any visit to campus.

Refer to section 5 of this policy for details of the requirements of contractors, visitors, and/or other attendees of the College for physical access to College facilities and campuses.

In addition to being fully vaccinated or having an approved exemption, individuals will be required to follow all public health regulations in place on campus, which includes mask protocols as outlined by public health and the college's mandatory mask policy. This includes children, volunteers, and event attendees on campus as well as any fully vaccinated member of the public who physically attends St. Lawrence College's Campuses or facilities.

Students and employees who seek an exemption must contact wellness@sl.on.ca for students and employeevacc@sl.on.ca. Students and staff upon initial contact will be provided with either the Statement of Creed & Religious Belief Form or the Medical Exemption from COVID-19 Vaccination form. Note that the College will not begin processing the requests noted above until all required fields are completed and requested information supplied. Failure to complete the required form fields and to return the documents completed in full will result in delays to your request being processed.

Students and employees seeking an exemption for non medical reasons will also be required to watch an educational video on the importance of being vaccinated. Students and employees will be required to submit a certificate of completion along with their forms prior to their individual exemption request being approved.

Note: Should a student or employee's antigen test results be positive they will be declined College access and will be subject to Public Health protocols. If a student or employee has tested positive for COVID-19 in the past 90 days, antigen point of care testing is not recommended. In this instance, the student or employee must demonstrate that they have

been cleared by public health or have met the requirements outlined in the [Ministry of Health's Guidance on Testing and Clearance](#). Following proof of clearance, and prior to November 22, 2021, the student or employee can provide proof of a positive COVID-19 result in the past 90 days in place of submitting to antigen testing. Once the 90 day period has passed, the student or employee will be required to complete regular antigen point of care testing, until November 22, 2021, unless they have become fully vaccinated during that time.

Please refer to St. Lawrence College's website for all appropriate procedures if experiencing symptoms of COVID-19 both on or off College property. Should you at any time experience any symptoms related to COVID-19 you are not to attend any St. Lawrence College Campus or Facility.

Prior to November 22, 2021

Students and Employees who access campuses and/or College facilities and who are not fully vaccinated or in receipt of an approved exemption may attend in person so long as they provide proof of a negative COVID-19 test. The test result must have the student or employees full name, the date the employee or student was tested and the result of the test. The negative COVID-19 test result can only be used so long as it is presented no more than three (3) calendar days (72 hours) following the original date the student or employee tested negative for COVID-19. Covid-19 test results are to be submitted to the college only through the approved electronic means communicated.

Should a student or an employee not have an approved exemption or not be fully vaccinated and come to a St. Lawrence College campus, facility, or placement without completing the required testing, the student or employee will be denied access to campus and College facilities and placements. Students will be responsible for any class or lab time lost, and associated expenses and may be subject to discipline under the Student Code of Conduct. Employees who are denied access to St. Lawrence College campuses or facilities due to non-compliance with this policy may be placed on unpaid leave and be subject to discipline under the Employee Discipline Policy.

Commencing November 22, 2021

Individuals who are not vaccinated and who do not have an approved exemption will be denied access to St. Lawrence College campuses and facilities. Students will be responsible for any class or lab time lost, and associated expenses and may be subject to discipline under the Student Code of Conduct. Employees who are denied access to St. Lawrence College campuses or

facilities due to non-compliance with this policy may be placed on unpaid leave and be subject to discipline under the Employee Discipline Policy.

Contractors, visitors, and other attendees

Visitors, Contractors, and any other individual accessing St. Lawrence College Campuses or accessing St. Lawrence College facilities are required to be fully vaccinated.

Contractors, visitors, and any other individual attending a College campus or facility must comply with this policy and fulfill the requirements outlined in this policy before being permitted to physically access St. Lawrence College campuses and facilities.

A visitor or Contractor who is not fully vaccinated can provide proof of a negative COVID-19 rapid antigen test so long as it was completed within three days/72 hours of accessing SLC campuses or facilities. Note anyone coming to an SLC campus or facility is required to have completed the daily health screening to confirm they are not symptomatic and have not been recently exposed to a known positive case of COVID-19. This can be done via the SLC SAFE app or [online](#).

Note: Children of any age who are not vaccinated or who cannot be vaccinated are subject to the same mandatory testing rules noted above for visitors and contractors until November 22, 2021. Commencing on November 22, 2021 individuals who are not vaccinated and who do not have an approved exemption, along with negative Covid result, will be denied access to St. Lawrence College campuses and facilities. Children who are ineligible to receive a COVID-19 vaccination series may continue to provide proof of a negative COVID-19 test as stated in the paragraph above. Such tests must be completed within three days/72 hours of accessing SLC campuses or facilities.

5. Vaccination requirements and attestations for international students

Students who have been fully vaccinated by a Health Canada approved COVID-19 vaccine will be considered fully vaccinated for entry into St. Lawrence College facilities and Campuses.

You are considered fully vaccinated if you have received:

- two doses using Moderna, Pfizer-BioNTech, AstraZeneca (including CoviShield) in any combination (the full series of a COVID-19 vaccine authorized by Health Canada);
- one or two doses of a COVID-19 vaccine not authorized by Health followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada
- three doses of a COVID-19 vaccine not authorized by Health Canada

Students who received one dose of a vaccine outside of Canada that is not approved for use in Canada or who are fully vaccinated by a non-World Health Organization approved vaccine are advised to follow the [directions of public health](#) and receive a Health Canada authorized COVID-19 Vaccine(s).

For more information see The Ministry of Health's COVID-19 [Guidance for Individuals Vaccinated outside of Ontario/Canada](#).

In recognition of the fact that International Students may not be vaccinated or have access to Health Canada approved or recognized vaccines the College will make appropriate and temporary accommodations for international students for a period not in excess of 45 days following entry into Canada. Unvaccinated International Students who qualify for this temporary accommodation will be required to complete rapid antigen testing in compliance with the terms and conditions outlined for all students in this policy. For further information international students should email NewStudentArrivals@sl.on.ca.

6. Information & Privacy

Under the direction of Public Health and The Ministry of Universities and Colleges, St. Lawrence College has developed a COVID-19 Vaccination Policy to ensure the protection of our students, employees and the communities in which we operate while also respecting the privacy of those who wish to physically access our College and Facilities.

As a result, St. Lawrence College will be collecting proof of vaccination from students and employees. This could include attestations or any other information, including medical, as deemed appropriate in the establishment of an exemption or accommodation to this policy.

Note that there may be exemptions to this practice based on program specific requirements put forth by Public Health, the Ministry of Colleges and Universities as well as student placement partner agencies. Should it be mandated that additional information is required for your program of study or placement, please contact the administration of your specific program for additional information.

St. Lawrence College is collecting the information outlined in the policy under the authority of the Ontario Government - Office of the Chief Medical Officer of Health (specifically O. Reg 577/21 and 364/20).

Should you have any further inquiries with regard to this policy from an information storage or privacy perspective you may email privacyoffice@sl.on.ca.

MONITORING

Methods of enforcement

The SLC SAFE App is the digital tool used to record individual attestations of vaccination status and store proof of vaccination status. The App will be used as a referral tool in the processes of monitoring outlined in this policy and as the official record of enforcement for the policy and COVID-19 Vaccination Policy Process Document.

Safety and Security is responsible for the enforcement of the policy from a physical safety and security perspective. Safety and Security will consult, when appropriate, with Human Resources, Student Wellness, and the Student Rights and Responsibilities Office in the enforcement of this policy and will be guided by the COVID-19 Vaccination Policy Process Document.

Human Resources is responsible for the enforcement of this policy as it relates to employees of the College. Human Resources will ensure ongoing compliance with the Policy and the COVID-19 Vaccination Policy Process Document from an employee perspective and may consult or activate the services of Safety and Security when necessary.

Student Wellness is responsible for the ongoing compliance of students with regard to this policy and the COVID-19 Vaccination Policy Process Document. In the enforcement of the policy, Student Wellness may activate the services of the Student Rights and Responsibility Office as well as Safety and Security.

Student Rights and Responsibilities Office is responsible for the enforcement and adherence to this policy as it relates to students. The Student Rights and Responsibilities Office may activate the services and consult with Safety and Security with regard to enforcement of this Policy and the COVID-19 Vaccination Policy Process Document.

COVID-19 Vaccination Policy Process Document is responsible for the dictation of process as it relates to this policy. The process document and this policy will be updated in accordance with Public Health guidelines and Ministry requirements.

PROCEDURE

Duration of Policy

This policy will be in effect until further notice and will be modified in accordance with appropriate recommendations by local health unit(s) and/or legislation.

This policy will be regularly reviewed and updated by the Office of the President and CEO with input from Human Resources & Organizational Development, Health and Safety, and Student Wellness & Accessibility.

As of November 22, 2021, access to campus will be granted only to fully vaccinated individuals or those with an approved exemption and negative Antigen test result. Individuals who are not fully vaccinated and who do not have an approved exemption will be denied access to St. Lawrence College campuses and facilities.

Related Policies:

- [Occupational Health & Safety \(CR1201\)](#)
- [Workplace Accommodation & Return to Work](#)
- [Academic Accommodations for Students with Disabilities](#)
- [Employee Discipline / Student Code of Conduct](#)
- [Mandatory Mask Policy](#)
- [Freedom Of Information And Protection Of Privacy](#)

ADDITIONAL RESOURCES

- [Return to Campus Information](#)
- [Updates on COVID-19](#)