

## Learner COVID-19 vaccination procedure

### Parent policy

Learner COVID-19 Vaccination Policy.

### Purpose

This document provides the detailed procedure to put the Learner COVID-19 Vaccination Policy into practice.

### Scope

This Procedure applies to all learners accessing Bow Valley College campuses, facilities, or engaged in College sanctioned in-person activities at other locations.

Employees, contractors, volunteers, or any other individuals associated with Bow Valley College are required to ensure that any learner, whether on college campuses, or at in-person college sanctioned activities at external locations, is made aware of and is in compliance with this policy.

### Compliance

Members of the College community must know, understand, and comply with College policies, procedures, and associated materials that relate to their position, employment, enrolment or other relationship with the College.

Non-compliance may create risk for the College community and will be addressed accordingly through applicable College policies, procedures and contracts.

Learners who fail to comply with the policy or provide false proof of vaccination documents will be subject to disciplinary actions up to and including withdrawal and removal/restriction from College campuses.

### Procedures

#### 1. Support for Vaccinations

- 1.1. The College will support and engage in ongoing education initiatives to raise awareness of and compliance with the Policy and this Procedure.
- 1.2. Learners are encouraged to speak with a medical professional for information about COVID-19 vaccinations.

#### 2. Continued Compliance with all Health and Safety Precautions

- 2.1. In addition to compliance with the Policy and this Procedure, learners must comply with any mandatory public health orders, municipal bylaws, or other government legislation or regulation, as applicable, that may impact the College community.
- 2.2. Unless a College approved exemption applies, all learners are expected and required to continue to comply with applicable public health and safety measures in place to reduce the hazard of COVID-19, including but not limited to compliance with established College safety protocols, correctly using personal protective equipment including masks, maintaining appropriate physical distancing where possible and when necessary, and self-monitoring of potential COVID-19 symptoms when on campus or otherwise engaged in College activity at other physical locations.

**3. Proof of Vaccination**

- 3.1. Learners are required to show “Proof of Vaccination” prior to entry to College campuses, facilities, or other location where a College sanctioned in-person activity is occurring.

**4. Privacy**

- 4.1. In accordance with applicable privacy legislation, any personal information received pursuant to the Policy and relating to all learner’s vaccination status or exemption under this Procedure will:
  - 4.1.1. Be treated as confidential;
  - 4.1.2. Be collected solely for the purpose and objectives set out in the Policy and this Procedure;
  - 4.1.3. Only be disclosed to designated College representatives as reasonably required for implementation of the Policy and this Procedure; and
  - 4.1.4. Be immediately deleted and not be retained by the College unless reasonably required, in which case the College will restrict access to such personal information and not disclose it to anyone other than as may be reasonably required for implementation of the Policy and this Procedure, and as may otherwise be required by law.

**5. Accommodations in Accordance with the Human Rights Legislation**

- 5.1. Learners may request exemptions to the Policy on the basis of reasons protected under applicable human rights legislation.
- 5.2. Learners who wish to request an exemption to the Policy must:
  - 5.2.1. Complete and submit a COVID-19 Vaccine Accommodation Request to Learner Success Services (LSS) (attachment A appended to this Procedure) as soon as possible and, in any event, no later than the published add/drop deadline of the academic term for which the learner is requesting an exemption;
  - 5.2.2. Identify in their Request the grounds on which they are seeking an exemption;
  - 5.2.3. Include their written signature and up to date contact information on the Request; and
  - 5.2.4. Identify all applicable supporting documentation the learner intends to rely on (if any) and submit any such additional documentation in support of their request for an exemption by no later than the published add/drop deadline for the academic term for which the learner is requesting an exemption.
- 5.3. Submission of a written and signed Request, as outlined above, attests to the fact that the Learner is submitting a *bona fide* claim. A copy of the Request should be retained by the Learner for a minimum of one year after it is submitted.
- 5.4. Each request for an exemption to the Policy will be evaluated on a case-by-case basis, and the College relies on the information provided to it by the learner seeking an exemption to the Policy in determining whether an exemption to the Policy should be granted. Where appropriate, the College may request additional information or documentation to determine whether an exemption to the Policy is warranted.
- 5.5. Any delay by a Learner in requesting an exemption to the Policy may affect the College’s ability to make any necessary arrangements and may result in delay in commencement of studies. Learner exemption requests submitted after the published add/drop deadline will not be considered for that academic term.
- 5.6. Requests for an exemption made pursuant to this Procedure will be adjudicated by a panel including the manager responsible for Learner accommodations, the designated officer responsible for the Policy, and legal counsel.
- 5.7. The College’s final decision regarding a Learner’s request for an exemption will be communicated to the Learner in writing.
- 5.8. If a request for an exemption to the Policy is approved, then the College will work with the learner to develop an appropriate COVID-19 Vaccination Accommodation Plan. The Learner

must review and confirm acceptance of their COVID-19 Vaccination Accommodation Plan prior to it being implemented.

- 5.9. To continue to protect the health and safety of the College Community, at the sole discretion of the College, Learners with an approved exemption to the Policy may be accommodated through measures other than being granted access to campus.
- 5.10. The College cannot adjudicate requests for accommodation to vaccine mandates at third party physical spaces or in contravention of third party requirements associated with work integrated learning activities. The decision of third parties regarding vaccination accommodation requests are at the sole discretion of those third parties and the resulting implications must be upheld by the College. As a result, learners who are not fully vaccinated may be ineligible to complete the practicum requirements of their program.

## 6. Appeals

- 6.1. Given that the College's adjudication of requests for exemptions to the Policy is robust and engages a panel to arrive at each final decision, appeals will not be considered.

## 7. Interim Measures

- 7.1 Unless and until a learner who is not fully vaccinated submits a complete COVID-19 Vaccination Accommodation Request in accordance with this Procedure, they will not be provided any interim measures or accommodation and their attendance at College campuses, facilities, or College sanctioned in-person activities at other physical locations will be restricted in accordance with the Policy and this Procedure.
- 7.2 Upon receipt of a complete request for an exemption to the Policy, in accordance with this Procedure by the stated submission deadline, and until adjudication can be complete and a final decision communicated, interim measures will be applied. These may include a change in course delivery modality and/or proof of independent negative rapid test results every 72 hours at a learner's expense. If an accommodation is approved, the learner would be reimbursed for any rapid testing costs incurred during the assessment period upon proof of payment. Any such interim measure does not guarantee that rapid testing will be a measure approved as the ongoing accommodation as part of an approved learner's COVID-19 Vaccination Accommodation Plan.

## 8. Course Cancellations and Withdrawals

- 8.1. Learners who choose to cancel/withdraw from their program of study must do so in accordance with associated College policies and procedures. If the withdrawal is completed within 5 days of issuance of the College's final decision and/or Accommodation Plan respecting a Request submitted in accordance with this Policy, the date on which the Learner submitted their Request will be used as the date of cancellation/withdrawal in considering any subsequent request for tuition refunds.

## 9. Ongoing Monitoring and Assessment of COVID-19 Safety Measures

- 9.1. The College will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information to ensure that it continues to optimally protect the health and safety of the College Community. To that end, the College may decide to deploy new measures and may amend the Policy and this Procedure accordingly and/or communicate further required precautions to impacted Learners.

## Definitions

### Board of Governors:

Members of the governing body of the College who have been appointed by an Order in Council of the Province of Alberta or by Ministerial Order by the Minister responsible for Post-Secondary Education, in accordance with the Alberta *Post-Secondary Learning Act*.

**College Community:**

All learners, employees, elders, independent contractors, suppliers, volunteers, visitors and members of the Board of Governors while they are either on or using College property, participating in College programs and activities or involved in the business or affairs of the College, on or off College premises.

**Fully Vaccinated:**

For the purposes of this Policy, an individual is considered to be “fully vaccinated” 14 days after all required doses of a Health Canada or World Health Organization approved COVID-19 vaccine.

**Learner:** A person who is currently registered as a learner at the College whether or not for credit. For the purposes of this document, “Learner” shall be used synonymously for applicants and learners unless otherwise noted.

**Proof of Vaccination:** Proof of Vaccination requires a government issued immunization record identifying the Learner as being Fully Vaccinated.

## Data sheet

### Responsible officer

Director responsible for student support services

### Relevant dates

Approved	Executive Team: EXT202110-19-01
Effective	October 19, 2021
Next review	October 2024
Modification history	
Verified By	Office of the President, October 2021

### Related policy

#### Associated policy(ies), procedure(s), and guideline(s)

Code of Conduct Policy of Bow Valley College #200-1-13

Code of Conduct Procedure #200-1-13

Learner COVID-19 Vaccination Policy #500-1-22

Learner Credit Registration Policy # 500-1-17

Learner Credit Registration Procedure # 500-1-17

### Related legislation

*Alberta Human Rights Act, RSA 2000, c A-25.5*

*Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25*

### Attachments