

COVID-19 Vaccination Procedure			
Parent Policy	COVID-19 Vaccination Policy		
Policy Sponsor	Chief Human Resources Officer, and Vice President, Finance and Performance Services and Chief Financial Officer	Category	Administrative
Policy Contact	Deputy Chief Human Resources Officer, and Director, Strategic Initiatives and Performance Services	Effective Date	December 01, 2021
Procedure Contact	Deputy Chief Human Resources Officer, and Director, Strategic Initiatives and Performance Services	Review Date	November 24, 2022

1. Purpose

Athabasca University is committed to protecting the health and safety of its employees, learners, visitors, and others in our communities who access University Property or participate in a University Event in-person.

In order to fulfill this commitment, the University has adopted the COVID-19 Vaccination Policy and this Procedure, which sets out the rights and obligations of the University and Members of the University Community as it relates to the COVID-19 vaccine.

2. Scope

The Procedure applies to all Members of the University Community age 12 and older who are physically on University Property for any reason or who participate in a University Event in-person, including but not limited to:

- University work or learning locations (including clinicals);
- Conferences;
- Client locations;
- Social functions or situations related to University work or academia

3. Definitions

COVID-19 Vaccination	One or more doses of a COVID-19 vaccine considered valid by Alberta Health and/or Health Canada.
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Member	Member of the University Community.
Negative Test Result	A negative test result from a privately-paid COVID-19 PCR or rapid test completed within 72 hours prior to the individual accessing University premises or other location related to an in-person function.
Proof of Vaccination Status	An official vaccine record issued by Alberta Health Services or other immunization provider.
University Community	All faculty and staff, students, Board Members, contractors, postdoctoral fellows, volunteers, visitors or other individuals who work, study, conduct research, patronize or otherwise carry on business of or at the University.
University Event	Gatherings that require formal planning and organization (for example: booking a venue, advertising or promoting on social media or otherwise, selling tickets or charging for entry, arranging entertainment, hiring servers) that are organized by faculty, staff acting on behalf of the University. This does not include small personal gatherings that are not University related events.
University Property	Any land, or building part thereof owned, leased, or occupied by the University. Including any motor vehicle, piece of equipment, container or other means of transportation, owned, leased, rented or used by the University and any private vehicle used in the course of University Business.

4. Requirements to Attend University Premises

- 4.1. The Government of Alberta, on September 15, 2021, declared a state of public health emergency. New measures to stop the spread of COVID-19, protect the health care system, and increase vaccination rates came into effect.
- 4.2. Effective December 1, 2021, all Members of the University Community that are physically present on University Property or who attend a University Event in-person are required to either be fully vaccinated or provide proof of a negative test result from a PCR or rapid COVID-19 test conducted in the 72 hours prior to accessing University Property or attending the University Event.

5. PCR or Rapid Test and Negative Test Result

- 5.1. Individuals undergoing PCR or rapid COVID-19 testing rather than vaccination are required to do so at their own expense. Tests are valid for up to 72 hours after being completed. Individuals who require ongoing access to University Property are required to ensure they have a valid test at all times.

- 5.2. A valid test is one that must not be from Alberta Health Services or Alberta Precision Laboratories and must be privately paid.

6. Proof of Vaccination or Negative Test Result

- 6.1. Effective December 1, 2021, all Members of the University Community physically present on University Property or attending a University Event in-person are required to provide accurate proof of vaccination or negative test results through AU Safe website or app.
- 6.2. **Employees** are required to upload their proof of or negative test result to ***exemptions@athabascau.ca***.
- 6.3. **Learners** who are enrolled in courses which require a physical presence are required to upload their proof of vaccination or negative test result to ***exemptions@athabascau.ca***.
- 6.4. **Individuals employed by a contractor or vendor** will be required to provide their proof of vaccination or negative test result to their contract manager prior to being on University Property or attending a University Event in-person.
- 6.5. All other visitors who access facilities or services on University Property or who attend a University Event in-person will be required to provide their proof of vaccination or negative test result to ***exemptions@athabascau.ca***

7. Accommodation

- 7.1. Employees and learners requiring accommodation for reasons based on protected human rights grounds are required to follow the exemption process.
- 7.2. Individuals will be required to complete the appropriate Vaccine Exemption Request form.
- 7.3. If the Vaccine Exemption Request is approved, the University will work directly with the employee or learner, and where applicable, the employee's bargaining agent, in accordance with the *Abilities Management Policy or Policy for Students with Disabilities*, as appropriate.

8. Non-Compliance

- 8.1. University employees who fail to comply with the Policy and/or the Procedure will be denied access to the University Property or approval for event/ activity.
- 8.2. A violation of this Policy or any related procedures of this Policy, may result in an employee being placed on unpaid leave of absence. Should the employee remain in violation of this Policy or any related procedures of this Policy, after a

30-day period, the employee will be subject to discipline up to and including termination, subject to the terms of any applicable collective agreement.

- 8.2. Learners who fail to comply with the Policy and/or Procedure will be required to complete all courses remotely. This may result in mandatory withdrawal from a program of study where distance learning is not an alternative.
- 8.3. Any employee or learner who provides false or misleading records will be subject to disciplinary measures, up to and including termination, under the applicable Code of Conduct and/or collective agreement or the Non-Academic Misconduct Policy. We may be required to notify the applicable authorities.

9. Safeguarding Personal Information

- 9.1. The information being collected under the Policy and Procedure is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and is managed and protected in accordance with FOIP.
- 9.2. If you have questions about the collection and use of your information under FOIP, please contact: Co-ordinator, Employee Health, email: dschmidtke@athabascau.ca; Cell Number: 780-689-0436.
- 9.3. The University makes reasonable security arrangements to protect information against unauthorized access, collection, use, disclosure, or destruction pursuant to Section 38 of FOIP. The information will be retained to achieve the purposes stated above and will be securely destroyed in accordance with retention and disposition schedules.

10. Applicable Legislation and Regulations

[Alberta Freedom of Information and Protection of Privacy Act \(FOIP Act\)](#)
[Alberta Human Rights Act](#)
[Alberta Occupational Health and Safety Act](#)

11. Related Procedures/Documents

[COVID-19 Vaccination Policy](#)
[Code of Conduct for Members of the University Community](#)
[Non-Academic Misconduct Policy](#)
[Protection of Privacy Policy](#)
[Abilities Management Policy](#)
[Policy for Students with Disabilities](#)

History

<i>Date</i>	<i>Action</i>
November 24, 2021	Parent Policy Approved (Executive Team)