

Procedure Number:	8013p
Procedure Title:	Mandatory COVID-19 Vaccination Procedure (Employees)
Approved by:	President
Approval date:	October 1, 2021
Effective date:	October 6, 2021
Review date:	-
Next review date:	January 31, 2022

Purpose

This procedure is designed to support the mandatory Vaccination Policy for Employees.

Vaccination Requirement Procedures

1. The initial deadline for an employee’s completion of a full COVID-19 vaccination is October 24, 2021. For the purpose of compliance with this policy, an employee is considered to have completed a COVID-19 vaccination 14 days after the receipt of either a single dose vaccine product or the second shot of a 2-shot vaccine series of a vaccine approved by the Government of Canada. The following table provides Health Canada recommended minimum the interval time (i.e. the time in between first and second dose) for the series of vaccines available in Canada:

2. On or before October 24, 2021, all employees must either (a) enter the date of their completed vaccination into myUCW portal (i.e., receipt of second dose in a 2-dose series vaccine such as Pfizer, Moderna or AstraZeneca, or receipt of a single-dose vaccine, such as Janssen (Johnson & Johnson)) or (b) obtain an approved UCW HR vaccine exemption with specification of any reasonable accommodation if applicable and available.
 - 2.1. To establish that they have been fully vaccinated, employees are required to enter vaccine information accurately and truthfully into the myUCW portal. Any falsification of vaccination records or status will subject an employee to potential disciplinary action up to and including termination of employment as determined by HR.
 - 2.2. If by October 24, 2021 an employee has not completed a full regimen of COVID-19 vaccination, or received an HR Vaccine exemption, the employee will be subject to a review of ongoing employment with HR.

3. Individuals receiving offers of employment will be required to comply with this policy prior to the commencement of their employment by either providing evidence of a completed vaccination regimen or obtaining HR vaccine exemption approval. Individuals receiving offers of employment

from UCW who do not comply with this policy in a timely manner will have their offer of employment rescinded.

4. UCW will assist employees by identifying sites where employees may receive their vaccinations, as needed. If requested and subject to scheduling requirements of the college and an employee's administrative unit, employees shall be provided release with pay from their scheduled work time (up to three hours) to obtain a vaccination injection.

Request for Vaccine Exemption and Accommodation

5. To assist any employee who has: (a) an underlying medical condition or disability that contraindicates administration of the COVID-19 vaccine, (b) is pregnant or has a pregnancy-related medical condition that contraindicates administration of the COVID-19 vaccine, or (c) an objection based upon a sincerely held religious belief, practice, or observance that contraindicates administration of a COVID-19 vaccine, UCW will provide exemption from the vaccination requirement and engage in a collaborative process to determine if a reasonable accommodation can be provided so long as it does not create undue risk or hardship for UCW and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee.
6. To request an exemption from the vaccination requirement for one of the above reasons, employees are required to submit a completed Request for Exemption from Mandatory COVID-19 Vaccination Form to HR via hrcdiary@ucanwest.ca.
7. Employees who submit their request with supporting documentation before October 18, 2021 will receive a determination from HR on or before the October 24, 2021 deadline. Employees may request an exemption and should seek workplace accommodation without fear of retaliation.
8. After receipt of an employee's request for exemption, HR will review the documentation submitted and, if the exemption is approved, engage in a collaborative process with the employee to clarify the nature of the request, determine exemption eligibility, and identify potential reasonable accommodations (with assistance from his/her supervisor, and/or UCW administration where necessary).

Privacy

9. An individual's vaccination status is sensitive personal health information. This information will be stored separately from an employee's personnel file. Any collection, use, or disclosure of such information will be done in accordance with the applicable privacy laws. Appropriate safeguards will be put in place to ensure the information is stored securely and only held for as long as the state of emergency is declared in response to the COVID-19 pandemic.