

Procedure Number:	8014p
Procedure Title:	Declaration of COVID-19 Vaccination Status and Rapid Testing Procedure
Approved by:	President
Approval date:	October 1, 2021
Effective date:	October 6, 2021
Review date:	January 11, 2022
Next review date:	May 10, 2022

1. Purpose

This Procedure is designed to support the Declaration of COVID-19 Vaccination Status and Rapid Testing policy (the “**Policy**”).

1. Effective October 1, 2021 students, faculty and staff, as described below, who require access to the University campuses must participate in the UCW COVID-19 Rapid Testing Program unless they are eligible for an exemption as defined in this Procedure.

Declaring Vaccination Status - Students

2. All students are required to complete an online, confidential declaration of their vaccination status through the myUCW portal.
3. For the purpose of the Declaration of Vaccination, individuals are required to enter vaccine information accurately and truthfully into the myUCW portal.
4. Individuals must provide Proof of Vaccination in either English or French (or by providing a notarized confirmation of translation).
5. Audits of the documentation provided by those who have declared that they are vaccinated will be performed.
6. If further doses of the COVID-19 vaccine are recommended by public health officials, individuals will be required to provide documentation of their receipt of these additional doses.

Declaring Vaccination Status – Faculty and Staff

7. All faculty and staff must complete the Declaration of Vaccination to declare their vaccination status in accordance with the *Mandatory COVID-19 Vaccination Policy*; this Testing Procedure will only apply to faculty and staff to the extent described in the *Mandatory COVID-19 Vaccination Policy*.

Rapid Testing Program Eligibility

8. The Declaration of Vaccination will be used to determine whether an individual is required to participate in the University’s COVID-19 Rapid Testing Program or are eligible for an exemption.
9. Individuals who indicate in their Declaration of Vaccination that they are fully vaccinated and who

provide Proof of Vaccination, as required, will be exempt from the UCW COVID-19 Rapid Testing Program.

10. Individuals who are not fully vaccinated or who choose not to provide vaccination information will be required to participate in the UCW COVID-19 Rapid Testing Program if they wish to access a University campus for any purpose.

Rapid Testing Requirements

11. Individuals who are required to participate in the UCW COVID-19 Rapid Testing Program must be tested for COVID-19 in the seven (7) days prior to accessing a University campus. The University will cover the cost of rapid tests for an individual.
12. Individuals must use the services of the UCW Rapid Testing Program available at the entrance to all UCW campuses.
 - Individuals should allow for a minimum of 30 minutes to complete the rapid testing procedure.
 - Students requiring a rapid test must arrive a minimum of 30 minutes prior to the start of a scheduled class to complete testing.
13. Masks must be worn at all times during the rapid testing procedure unless otherwise indicated by University staff. All other campus security measures (i.e. physical distancing) must be followed.
14. Rapid testing at the University is a self-administered nasal swab screening test that will be provided by University staff, who will also record the results.
 - If a test result is negative, individuals will be permitted to proceed with on-campus activities for seven days.
 - If a test result is positive, individuals must not attend campus for any purpose and arrange to have a PCR test as soon as possible. The University staff will provide further information.
15. Making a false declaration of rapid testing results or failing to undergo COVID-19 rapid testing when required to do so constitutes misconduct and may result in disciplinary consequences for faculty and staff. For students, these consequences may result in discipline, including loss of access to University premises or other disciplinary actions.

Proof of Vaccination – Third Parties and Visitors

16. All third parties and visitors are required to provide Proof of Vaccination for inspection upon accessing the University facilities or campuses.
17. Third parties and visitors who are not fully vaccinated or who choose not to provide Proof of Vaccination will be denied access to University campuses and facilities for any purpose.

Requesting Accommodations

18. Individuals who are unable to be vaccinated against COVID-19 or to participate in the UCW COVID-19 Rapid Testing Program due to medical, religious or other grounds protected by the *Human Rights Code of British Columbia* may request an accommodation.

- Faculty and staff should follow the process as outlined in the *Mandatory COVID-19 Vaccination Policy* or contact their supervisor or Human Resources at hرداری@ucanwest.ca
- Students should contact covidhelp@ucanwest.ca
- All other individuals should contact covidhelp@ucanwest.ca

Failure to Comply

Any false disclosure of information in the Declaration of Vaccination, falsification of Proof of Vaccination, vaccination records, vaccination status or failure to comply with this Policy and Procedure by accessing University campuses or facilities without undergoing the required Rapid Testing may be subject to disciplinary actions, up to and including expulsion (students), dismissal (employees), voiding of contracts (contractors and service providers) or removal or restriction from campus for visitors, clients and/or any other third parties.

Privacy

19. The University will collect, use and disclose personal health information, including Proof of Vaccination and COVID-19 Rapid Testing Program results (“Personal Health Information”) in accordance with the University Information Privacy & Security Policy and any applicable privacy legislation, including the *British Columbia Personal Information Protection Act (PIPA)* and, the *British Columbia Public Health Act*.
20. The Personal Health Information will be used for the purposes described by this Policy and Procedure and will only be accessed internally on a strictly need-to-know basis.
21. The University may also share Personal Health Information externally with third parties such as law enforcement officials, public health officials or other government agencies as permitted or required by law.
22. Appropriate safeguards will be put in place to ensure the information is stored securely and will be destroyed as soon as possible if there is no business, legal or operational need to retain them.

Questions

23. Any questions regarding this policy should be directed to covidhelp@ucanwest.ca