

COVID-19 PROOF OF VACCINATION OR NEGATIVE TESTING POLICY

POLICY FOR WTTI LEASED TRAINING LOCATIONS

WTTI is committed to providing a safe working environment for our employees, students, community members and the general public. Vaccination is a key element in the protection against COVID-19. To this end, WTTI requires all employees, learners, and visitors at WTTI leased training locations to be fully vaccinated against COVID-19 or to provide proof of negative test results.

PURPOSE

The purpose of this policy is to outline the expectations and requirements of WTTI employees, students, and visitors with respect to COVID-19 and vaccination, such that the risk of transmission at WTTI training locations is reduced.

PRINCIPLES

1. WTTI is required by *Occupational Health and Safety Regulations, 2020* to ensure the health, safety and welfare at work of all employees.
2. COVID-19 is a highly contagious and communicable disease. WTTI has a duty to minimize the spread of COVID-19 wherever possible.
3. The establishment and implementation of COVID-19 protocols will be based on guidance from the Government of Saskatchewan and Public Health.
4. The confidentiality and privacy of an individual's information will be respected and protected at all times.
5. All individuals have a duty to follow all applicable COVID-19 protocols, and testing requirements. While vaccinations may reduce the risk to the workplace, they are not a substitute for continued safe practices and other measures to reduce the spread of COVID-19.
6. WTTI will maintain and revise this policy as required in response to public health guidance and the evolving conditions of the COVID-19 pandemic. WTTI expressly reserves the right to change, modify or delete portions of this Policy without advance notice.

SCOPE

This Policy applies to all employees, students, and visitors that attend WTTI leased training locations.

DEFINITIONS

1. **Fully Vaccinated:** an individual who has received the required recommended number of doses of a COVID-19 vaccine, or combination of COVID-19 vaccines, approved by Health Canada, and 14 or more days have passed since the individual received the last of the recommended number of doses.
2. **Valid Negative COVID-19 Test:** a COVID-19 test taken within 72 hours prior to start of training (or visit).

3. **SARS-CoV-2:** severe acute respiratory syndrome coronavirus 2, the virus that caused COVID-19.

4. **Approved Tests:**

- a. a polymerase chain reaction (PCR) test for SARS-CoV-2;
- b. a point-of-care antigen test for SARS-CoV-2 (**NOTE:** At-home self-testing will not be accepted);
- c. any other test for SARS-CoV-2 approved by the Minister of Health

PROCEDURES

1. Employees and Students will be required to complete a COVID-19 Vaccination Self-Declaration form before December 15, 2021
2. On January 3, 2022 and ongoing, all individuals covered within the scope of this policy shall:
 - a. be fully-vaccinated within the meaning of the policy and provide visual verification of their vaccination record to designated staff once;OR
 - b. provide evidence of a valid negative COVID-19 test that was conducted within 72 hours prior to the start of each training session. Subsequent testing requirements will be specified by the Executive Director of WTTI. Testing must be done outside of training hours. Testing for students and partners is at their expense.
3. Acceptable proof of a vaccination includes:
 - record from MySaskHealthRecord;
 - wallet vaccination card received at time of immunization; or,
 - QR code printed or on mobile using the Vax Verifier App.
4. Individuals who have received their first dose but won't be fully vaccinated by the effective date will require short-term testing until they become fully vaccinated.
5. Persons, who for medical reasons are not able to be vaccinated, must contact the WTTI Executive Director.
6. Individuals, who attend WTTI training locations in violation of this policy, will be subject to these corrective measures:
 - Employee- disciplinary action up to and including termination of employment.
 - Students - suspension and expulsion.
 - Individuals that are not employees or students of WTTI- permanent ban from WTTI locations.

PRIVACY AND CONFIDENTIALITY

All information relating to an individual's receipt of a COVID-19 vaccine or other personal information collected pursuant to this policy will be collected, used, and disclosed only in accordance with applicable privacy laws.

COVID-19 EMPLOYEE VACCINATION SELF-DECLARATION FORM (sample)

WTTI is implementing a COVID-19 Proof of Vaccination or Negative Testing Policy for employees, learners and visitors.

Privacy Statement

WTTI is committed to the protection of your personal health information provided through the COVID-19 Vaccination Self Declaration. Procedures are in place to keep your health information secure.

Definitions:

Fully Vaccinated- I have received the required course of a Health Canada approved vaccination, with the last dose received more than 14 days ago.

Partially Vaccinated- I have not received the full required course of a Health Canada approved vaccine.

Unvaccinated- I have not received any COVID-19 vaccine

Do not wish to declare- I do not wish to tell you my COVID-19 vaccination status

NAME OR STUDENT ID NUMBER _____

DECLARATION:

By completing this declaration, I acknowledge I have read and understand the Covid -19 Proof of Vaccination or Negative Testing Policy and am giving consent to collect, use and disclose my personal health information for the purpose for which it was obtained according to The Health Information Protection Act. I am confirming that the information provided is correct and true to the best of my knowledge. Providing false declaration may be subject to discipline up to and including termination of employment or academic discontinuation.

Yes, I have read and understand the Covid-10 Proof of Vaccination or Negative Testing Policy

Complete one of the following:

Fully vaccinated

Partially Vaccinated- must complete weekly tests as outlined in the Proof of Vaccination or Negative Testing Policy

Unvaccinated- must complete weekly tests as outline in the Proof of Vaccination or Negative Testing Policy

Do not wish to declare my vaccination status. - must complete weekly tests as outline in the Proof of Vaccination or Negative Testing Policy