

COVID-19 Vaccinations

1 | Purpose

The purpose of this administrative regulation is:

- to set expectations for immunization against COVID-19 for staff, contractors, and other third parties accessing CBE schools, facilities, buses and other worksites.
- to ensure that CBE schools, facilities, buses and other worksites remain as safe as reasonably possible in the context of the global COVID-19 pandemic.
- to support the continuation of in-person learning and work by reducing the probability of COVID-19 outbreaks in schools and other worksites.

2 | Scope

This administrative regulation applies:

- to all staff, contractors, on-site partners, volunteers, visitors, and guests except as specifically exempted below.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation. Failure to comply with this administrative regulation may result in disciplinary action up to and including dismissal.

All contractors and on-site partners are responsible for understanding and complying with this policy.

4 | Principles

The following principles apply.

- CBE is committed to providing a safe and healthy work and learning environment consistent with the *Education Act* and *Occupational Health and Safety Act*, Regulation and Code and the advice and direction of Alberta's Chief Medical Officer of Health.
- Immunization is a proactive measure in protecting students, staff, families and community members.
- Vaccines for COVID-19 are shown to be a safe and effective means of protecting against severe outcomes and mitigating COVID-19 transmission.

Administrative
Regulation No.
1016
Classification:
General

Effective Date:
November 9, 2021

- CBE is committed to protecting all confidential personal information.

5 | Definitions

CBE: means The Calgary Board of Education.

CBE worksites: Includes CBE schools, offices, facilities, school buses and other job-sites.

Contractor: means an individual or organization that is retained by the CBE to perform services to CBE (e.g. health services, maintenance or transportation), but does not include an employee of the CBE.

COVID-19: means the disease caused by the SARS-CoV-2 virus including any variants.

COVID-19 vaccine: means a vaccine authorized by Health Canada for use against COVID-19.

EHRC: means the CBE Employee Health Resource Centre.

Employee: means any individual in the employment of CBE, including, without limitation, any casual or part-time staff member.

Fully immunized against COVID-19: in respect of a person means they have:

- a) received all required doses of a COVID-19 vaccine, as determined by Alberta Health;
- b) has observed a fourteen day (14) period following the final required dose referred to in paragraph (a) above; and
- c) in the event that Health Canada or Alberta Health amends dosage requirements to include additional doses, has received all such required booster doses within the recommended timelines.

On-site partners: means a company or organization who accesses CBE worksites to deliver services or support programming, but do not otherwise meet the definition of a Contractor (e.g. educational partners and other non-profit organizations supporting students and staff).

PCR Test: means a polymerase chain reaction COVID-19 test carried out by Alberta Health Services or a reputable third-party provider.

Practicum student: means:

- a) an individual enrolled in studies in an undergraduate or graduate program in a Post-secondary Institution and engaged in an educational placement or practicum at a CBE worksite; or

- b) an individual participating in an apprenticeship, internship or other vocational learning opportunity at a CBE worksite and is not an employee of the CBE.

Rapid test: refers to a rapid antigen test for COVID-19 approved by Health Canada for diagnostic use and administered by an accredited diagnostic laboratory or other provider deemed acceptable by the CBE.

Proof of vaccination: means a copy of an individual’s Alberta Health COVID-19 Immunization Record with QR code issued by the Government of Alberta verifying the individual’s vaccination record, or the form of official government-issued record which succeeds or replaces Alberta Health’s immunization record

Tenant: means an individual, company or organization that hold a lease, license or permit to use any portion of a CBE worksite.

Unvaccinated or not fully immunized: means in respect of an individual, the individual does not meet the definition of “fully immunized against COVID-19”

Volunteer: means an individual who, without compensation, attends a CBE worksite to assist or support in curricular or extra-curricular activities.

6 | Regulation Statement

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| General | 1) Employees are required to be fully immunized against COVID-19 on or before December 17, 2021 . Employees who do not meet this requirement must comply with the testing requirements outlined in Sections 10-12 below. |
| Confidentiality | 2) All vaccination and testing information is considered personal information and will be treated in a manner consistent with CBE’s Confidentiality Protocol. |
| Implementation | 3) Superintendents will provide direction on management of CBE’s response to the COVID-19 pandemic and will adjust any testing requirements as necessary in accordance with applicable guidelines provided by public health authorities. |
| | 4) All leaders within the organization are responsible for complying with this administrative regulation. |
| | 5) All staff, contractors, on-site partners, guests, volunteers and visitors must comply with this administrative regulation and any other related direction provided by superintendents. |

7 | Procedure

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| Employees | 6) All employees must submit a declaration to CBE disclosing their COVID-19 immunization status or their intention to abide by the |
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terms of CBE's testing protocol, using the CBE approved declaration form, no later than December 3, 2021.

- 7) Employees who declare as fully immunized against COVID-19 shall provide proof of vaccination as defined.
- 8) Employees must update their vaccination status with the CBE if changes occur.
- 9) Effective immediately, all new employees will be required to submit proof of vaccination confirming that they are fully immunized against COVID-19 prior to commencement of employment.
- 10) As of **December 17, 2021**, employees who have not provided proof of vaccination confirming that they are fully immunized against COVID-19 must provide proof of a negative rapid test or negative PCR test received within 72-hours prior to attending a CBE worksite, in a form designated by the CBE.
- 11) Employees shall schedule any required rapid or PCR tests such that they do not occur during work hours or otherwise interfere with or delay the execution of the employee's duties. Employees will not be compensated for the cost of testing nor the time spent travelling to or participating in testing.
- 12) If an employee receives a positive result on a rapid test, they must:
 - a) follow up with Alberta Health Services or other approved provider for a PCR test as soon as reasonably practicable;
 - b) refrain from attending CBE worksites pending the results of the PCR test; and;
 - c) comply with any Alberta Health Services directions as well as any applicable public health measures relating to the PCR test result including any mandatory isolation.

**Testing
Requirements -
Unvaccinated
Employees**

**Volunteers,
Visitors and
Guests**

- 13) Effective **December 17, 2021**, volunteers entering into a CBE worksite or assisting with CBE activities outside of a CBE worksite but in close contact with CBE staff or students must, prior to volunteering, provide the principal, director or other CBE employee having direction or control over the relevant CBE worksite or CBE activity with proof of vaccination confirming they are fully immunized against COVID-19.
- 14) Adult visitors and guests attending CBE extra-curricular events, including sporting events, performances and assemblies, must, prior to being admitted to the extra-curricular event, provide the principal, director or other CBE employee having direction or

control over the relevant CBE worksite with proof of vaccination confirming they are fully immunized against COVID-19.

- 15) Parents and guardians of CBE students are not required to be fully immunized against COVID-19 when attending CBE schools solely for the purposes of:
 - a) dropping-off or picking up their children; or
 - b) subject to section 16 below, attending scheduled meetings with CBE employees to discuss learning or disciplinary matters concerning their children;

provided that they comply with all other applicable health measures relating to COVID-19 put in place by CBE and public health authorities at the time

- 16) CBE employees, in consultation with their supervisors, may require proof of vaccination from parents and guardians confirming they are fully immunized against COVID-19 prior to scheduling in-person meetings so long as a virtual or telephone meeting would constitute a reasonable alternative in the circumstances and is offered to any parents and guardians who are not able or do not wish to provide proof of vaccination.
- 17) Subject to Section 29, contractors, on-site partners and personnel of such contractors or on-site partners must be fully immunized against COVID-19 or have received negative rapid test or PCR tests within 72-hours of attending CBE worksites. CBE shall not bear any costs a contractor, on-site partner or their personnel incurs in the course of complying with this administrative regulation.
- 18) Contractors and on-site partners shall ensure their personnel comply with Section 17 and shall provide certification of compliance in a form acceptable to the CBE at intervals determined by the CBE.
- 19) Contractors retained on an emergency or transitory basis may, as an alternative to providing the certification of compliance outlined in Section 18, provide proof of vaccination to the principal, director or other CBE employee having direction or control over the relevant CBE worksite confirming they and all personnel in attendance are fully immunized against COVID-19.
- 20) Without limiting the ability of the CBE to take other corrective actions available to it, non-compliance with this administrative regulation will result in contractors and on-site partners being denied access to CBE worksites.

**Contractors
and On-Site
Partners**

**Practicum
Students**

- 21) Practicum students must be fully immunized against COVID-19 by **December 17, 2021** or have received negative rapid test or PCR tests within 72-hours of attending CBE worksites. CBE shall not bear any costs a practicum student or post-secondary institution

incurs in the course of complying with this administrative regulation.

- 22) Post-secondary educational institutions shall monitor their practicum students' compliance with Section 21 and shall provide a certification of compliance in a form acceptable to the CBE at intervals determined by the CBE.
- Tenants**
- 23) Tenants, their staff and any adult participants who attend a CBE worksite occupied by a tenant, must be fully immunized against COVID-19 or have received negative rapid test or PCR tests within 72-hours of attending a CBE worksite. CBE shall not bear any costs a tenant incurs in the course of complying with this administrative regulation.
- 24) Tenants shall ensure their personnel and all adult attendees comply with Section 23 and shall provide a certification of compliance in a form acceptable to the CBE at intervals determined by the CBE.
- Paid leave for Vaccination**
- 25) Employees may take up to three (3) hours of paid leave to get each dose of the COVID-19 vaccine without fear of penalty, loss of pay or reprisal.
- Responsibilities | Leaders**
- 26) Principals, directors and other CBE employees having direction and control over a CBE worksite will not permit any staff, contractor, on-site partner, volunteer, visitor or guest to enter CBE worksites unless compliant with this administrative regulation.
- Exemptions**
- 27) The CBE recognizes its obligations under the *Alberta Human Rights Act*. If an employee is unable to be fully immunized against COVID-19 due to a protected ground as defined in that Act, the CBE will consider requests for an exemption and reasonable accommodation of the employee to the point of undue hardship. Requests for an exemption must be submitted without undue delay in a form designated by the CBE. Employees granted an exemption are required to comply with the rapid antigen testing requirements.
- 28) Employees seeking an exemption based on medical grounds must submit medical documentation in support from a physician licensed to practice medicine in Alberta or a registered psychologist practicing in Alberta. For greater clarity, "medical grounds" means a medical condition or disability that prevents the employee from being vaccinated with a COVID-19 vaccine.
- Other Exceptions**
- 29) Contractors, On-site Partners and Tenants may request a formal exemption, subject to approval by the CBE at its sole discretion, from the requirements of Sections 17 – 20 or Sections 23 – 24, as the case may be, if it can be shown that close contact with CBE students or employees will not occur in the course of their activities or there are other pressing operational justifications for such exemption.

- 30) Exceptions or modifications to the rapid testing requirements set out in Sections 10 – 12 may be approved on a case by case basis by the CBE in its sole discretion where it can be shown that compliance with the testing requirements would be impossible for a given time-period due to a recent and documented COVID-19 diagnosis.
- Education Program**
- 31) Employees who are not fully immunized against COVID-19 without an exemption following **December 17, 2021** will be required to participate in ongoing mandatory education and awareness relating to COVID-19 vaccines.
- Working and Learning Relationships**
- 32) Regardless of vaccination status, it is expected that leaders, staff, students and parents continue to work towards a welcoming, caring, respectful and safe learning and work environment consistent with Administrative Regulations 6031 | Welcoming, Caring, Respectful and Safe Learning and Work Environment.
- Public Health Measures**
- 33) Nothing in this administrative regulation shall have the effect of relieving a person from complying with any public health measures mandated by the Chief Medical Officer of Health for Alberta or other public health authority. In the event that the terms of this administrative regulation differ from the terms of any mandatory public health measures applicable to CBE worksites, the more stringent terms shall apply.
- Non-compliance**
- 34) An individual is non-compliant with this administrative regulation if the individual:
- a) accesses a CBE worksite without having fully complied with this administrative regulation;
 - b) fails to report vaccination status and/or any required COVID-19 test results where required by this administrative regulation;
 - c) provides false, misleading, or otherwise dishonest information or documents to CBE in relation to this administrative regulation;
 - d) fails to comply with any COVID-19 health and safety precaution requirements put in place by the Board or by Alberta Health Services whether or not the requirements are expressly set out in this administrative regulation; or
 - e) otherwise fails to comply with the terms, responsibilities and obligations outlined in this administrative regulation.
- 35) Employees who fail to comply with this administrative regulation may be subject to disciplinary action up to and including termination of employment.

8 | History

Approval	November 9, 2021
Next Review	November 2026
Revision/Review Dates	

9 | Related Information

- Mandates by Alberta Health Services or Alberta Government
- OE-1 | Global Operational Expectations
- OE-2 | Treatment of Students/Learning Environment
- OE-4 | Treatment of Employees