

STUDENT COVID-19 VACCINATION PROCEDURE

PLAIN LANGUAGE SUMMARY

Parent policy

What is this procedure for?

This is the procedure for the Student COVID-19 Vaccination Policy.

Purpose

Why do we have this procedure?

This document tells how to follow the Student COVID-19 Vaccination Policy.

Scope

What does this procedure cover?

This Procedure is for all Bow Valley College students who are coming to campus or participating in any in-person activity outside of campus as a College student.

Anyone who works or volunteers at Bow Valley College must help students understand and follow these procedures.

Compliance

How do you follow this procedure?

Everyone at the College must know and follow all College policies and procedures.

If you do not follow the policy or your vaccination record is not real, you may be asked to leave the College.

Procedures

What procedures do you have to follow?

1. Support for Vaccinations

- 1.1. The College will work with students to help them learn about the COVID-19 policy and procedures.
- 1.2. Students are encouraged to speak with a medical professional for information about COVID-19 vaccinations.

2. Continued Compliance with all Health and Safety Precautions

- 2.1. Students must also follow any government rules, including rules from the City of Calgary, the province of Alberta, and Canada.
- 2.2. All students are expected to follow the rules unless they have an **exemption**. The rules include wearing masks correctly, maintaining proper distance from other people, and staying home when sick.

When you have an **exemption**, it means you can not do something that you would usually have to do.

3. Proof of Vaccination

- 3.1. Students must show “**Proof of Vaccination**” before entering the College.

4. Privacy

- 4.1. Any personal information will:

- 4.1.1. Be kept **confidential**.

- 4.1.2. Be used only to help follow the Student COVID-19 Vaccination Policy and Procedure.

- 4.1.3. Only be shared with appropriate College employees to implement the Student COVID-19 Vaccination Policy and Procedure.

- 4.1.4. Be deleted right away unless the College needs it. If this happens, the information will be protected and only shared to help update Student COVID-19 Vaccination Policy and Procedure.

Confidential means that something is not shared with other people.

5. Accommodations in Accordance with the Human Rights Legislation

- 5.1. Students may ask for exemptions to the Policy for human rights reasons.

- 5.2. Students who want to ask for an exemption to the Policy must:

- 5.2.1. Complete and send a COVID-19 Vaccine Accommodation Request to Learner Success Services (LSS) (attachment A to this Procedure) as soon as possible. The COVID-19 Vaccine Accommodation Request must be sent before the add/drop date for their course;

- 5.2.2. Explain why they are asking for an exemption;

- 5.2.3. Include their written signature and contact information; and

- 5.2.4. Include any documents that supports their request for an exemption. These documents should be included with the application.

- 5.3. The student should keep a copy of the request for a minimum of one year after it is submitted.

- 5.4. Each request for an exemption to the Policy will be separately looked at by the College. The College uses the information given by the student to make their decision. The College may ask for more information to help them make a decision.

- 5.5. If an exemption request is submitted late, a student may not be able to come to class or start their semester on time. Learner exemption requests sent after the add/drop deadline will not be considered for that academic term.
- 5.6. Requests for an exemption will be evaluated by more than one person, including the manager responsible for Student accommodations, the officer responsible for the Policy, and legal counsel.
- 5.7. The College's decision about a student's request for an exemption will be sent to the student in writing.
- 5.8. If a request for an exemption to the Policy is approved, or accepted, the College will work with the student to develop a COVID-19 Vaccination Accommodation Plan. The student must review and accept their COVID-19 Vaccination Accommodation Plan.
- 5.9. The College may decide that Students with an accepted exemption to the Policy may study online instead of on-campus.
- 5.10. If a student is not fully vaccinated, they may not be able to participate in College activities off-campus. Students must follow the rules of the off-campus location. For example, students may not be able to go to an off-campus practicum that is part of their course.

6. Appeals

- 6.1. Appeals will not be considered.

7. Interim Measures

- 7.1 No interim measure will be provided unless a student has submitted a complete COVID-19 Vaccination Accommodation Request.
- 7.2 If a student has submitted a complete COVID-19 Vaccination Accommodation Request, the interim measures can include studying online instead of in-person or having a negative rapid test every 72 hours. The student is responsible for paying for the rapid test. However, the cost of the test will be returned to the student if the exemption is approved.

Interim measures are when something needs to be done right away, while the review takes place.

8 Course Cancellations and Withdrawals

- 8.1 Students who choose to cancel/withdraw from their program of study must follow the College policies and procedures. If a student withdraws from their classes 5 days from hearing the College's decision about their Vaccination Accommodation Request, the student's tuition will be refunded based on the date they submitted the accommodation request.

9 Ongoing Monitoring and Assessment of COVID-19 Safety Measures

- 9.1 The College may decide to add new measures and may change the Policy and this Procedure to communicate other required precautions to students.

Definitions

Board of Governors: The Government of Alberta chooses the Board of Governors. People who are on the Board of Governors make decisions at the College following the *Alberta Post-Secondary Learning Act*.

College Community: Everyone at the College who is participating in College activities. It includes all students, employees, elders, independent contractors, suppliers, volunteers, visitors, and members of the Board of Governors. It includes these people when they are at the College, using College property, or participating in College programs, activities, or business on campus or outside.

Fully Vaccinated: In this Policy, a person is “fully vaccinated” 14 days after all required doses of a Health Canada or World Health Organization approved COVID-19 vaccine.

Student: Someone who is registered at the College. A Student may be registered for credit or non-credit courses.

Proof of Vaccination: To show Proof of Vaccination, you need a government-issued record that tells the College you have had your vaccinations.