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# COVID-19 Vaccination Policy

**1 November 2021**

## Scope

This policy applies to all employees, contractors (including Trainers), volunteers and in-person workshop participants.

## Purpose

This policy is set out to provide a safe and healthy work environment for all employees, contractors and volunteers, and a safe and healthy learning environment for all in-person workshop participants.

## Responsibilities

CSP leadership is responsible for:

- Communicating this policy to all employees, contractors, volunteers
- Implementing and maintaining this policy to ensure a safe and healthy work environment
- Checking employees' proof of vaccination and recording this status
- Together with the workshop team, designing and implementing all reasonable precautions to prevent the transmission of COVID-19 in the workplace and in the learning centre
- Tracking and tracing any COVID-19 exposure in the workplace and learning centre
- Ensuring compliance with CSP's privacy policy and privacy legislation
- Amending this policy as needed

CSP workshops team is responsible for:

- Communicating this policy to all in-person workshop participants
- Checking in-person workshop participants' proof of vaccination upon workshop entry
- Checking Trainers' proof of vaccination and recording this status

Employees are responsible for:

- Understanding and complying with the policy

- Following current Alberta Health public health orders and Alberta Health Services public health guidelines
- Remaining vigilant in self-monitoring for COVID-19 symptoms and isolating until the symptoms have passed and/or produce a negative COVID-19 test
- Advising leadership immediately if they test positive for COVID-19 or are a close contact of someone infected with COVID-19

Contract Trainers are responsible for:

- Understanding and complying with the policy
- Following current Alberta Health public health orders and Alberta Health Services public health guidelines
- Remaining vigilant in self-monitoring for COVID-19 symptoms and isolating until the symptoms have passed and/or produce a negative COVID-19 test if they are scheduled to facilitate a workshop in the CSP learning centre or a community workshop
- Advising the Workshops Coordinator immediately if they test positive for COVID-19 or are a close contact of someone infected with COVID-19 if they are scheduled to facilitate a workshop in the CSP learning centre

## Vaccination

As of 30 November 2021, all employees, contractors, volunteers and in-person workshop participants must be fully vaccinated, that is, have received a complete vaccine series with the second dose administered two weeks or more before 30 November 2021.

Until 30 November 2021, all employees, contractors, volunteers and workshop participants who are not fully vaccinated may present a negative test (either PCR or rapid test) within 72 hours of entering the workplace or the learning centre.

Beginning 1 December 2021, employees, contractors and volunteers who have not produced proof of a complete vaccine series with the second dose administered two weeks or more before 1 December 2021 will be suspended as follows:

- Employees will be placed on unpaid, administrative leave until two weeks following the receipt of the complete vaccine series
- Contractors will not be booked for workshops and volunteers will be suspended until two weeks following the receipt of the complete vaccine series



Beginning 1 January 2022, employees, contractors and volunteers who have not produced proof of a complete vaccine series with the second dose administered two weeks or more before 1 January 2022 will be terminated.

### **Proof of vaccination and confidentiality**

Employees, contractors, volunteers and in-person workshop participants must inform CSP of their vaccination status as soon as reasonably possible.

Employees, contractors and volunteers can meet with their CSP representative in person or over video conference to share government-issued proof of vaccination. Additionally, employees, contractors and volunteers need to sign a COVID-19 attestation form.

- Employees meet with the Finance Director
- Contract Trainers meet with the Trainer Liaison, Workshops Coordinator or Registrar
- Other contractors meet with the Education Director or Finance Director
- Volunteers meet with the Executive Director or External Relations Director
- In-person workshop participants share government-issued proof of vaccination as they enter the workshop

In all cases, only the name, date and vaccination status will be recorded.

Vaccination is now a condition of employment. All new employees will share government-issued proof of vaccination to the Finance Director upon hiring and sign the attestation form.

### **Accommodation**

Contractors in need of an exemption from this policy due to a medical reason must notify CSP prior to 30 November 2021, to initiate the accommodation process. Accommodations will be considered where they do not pose a threat to the health and safety of others, to the point of undue hardship. Applicants must disclose their need for accommodation, provide medical evidence and work with CSP to develop an accommodation plan. Accommodations will be considered on a case-by-case basis.

In-person workshop participants in need of an exemption to this policy due to a medical reason must contact CSP at least 2 weeks prior to the workshop. Accommodations will be made where possible to admit the participant to the workshop. The participant will need to provide proof of medical evidence and a negative COVID-19 test, either PCR or rapid, issued within 72 hours of entry.

Employees, contractors and volunteers who require an extension to meet the vaccination policy timelines must notify CSP prior to 30 November 2021.

