

 <b>BRANDON UNIVERSITY</b>	<b>COVID-19 Vaccination Policy</b>	<b>First Approved:</b> September 27, 2021
		<b>Updated:</b>
<b>Administrative Policy</b>	<b>Approved by</b> <i>President's Administrative Council</i> <b>Administered by</b> <i>President &amp; Vice-Chancellor</i>	<b>Reviewed:</b>

Brandon University (“the University”) is committed to maintaining the health and safety of its campus and community and continues to be responsive to the exceptional circumstances and risks presented by the COVID-19 pandemic. Commencing with the Fall 2021 academic term, the University began transitioning back to regular, in-person operations and as a result, there will continue to be an increase of in-person University activities, both operational and academic. As part of a multi-faceted approach, the University is introducing a requirement that all employees and students be fully vaccinated against COVID-19.

At all times, if requirements by public health authorities or the provincial government exceed the requirements of this Policy, the public health or government requirements will prevail and all employees and students must comply with those requirements.

## 1.0 Definitions

**Community Members** – all employees of the University, all students taking courses on the Brandon and Winnipeg campuses of the University, all students accessing on-campus services (e.g., Library) and/or activities (e.g., labs, rehearsals), all people living in any BU Residence, and all members of the Board of Governors.

**Short-Term Visitors** – those who will be on campus for less than one day.

**Frequent Contractors** – those who are on campus repeatedly, for extended periods of time, and expected to interact significantly with staff or students.

**Infrequent Contractors** – those who are on campus for short durations and working in areas largely isolated from staff and students.

**Fully Vaccinated** – those who are two (2) weeks after their second dose in a two-dose series (e.g., Pfizer, Moderna or Astra Zeneca); or those who are two (2) weeks after a single-dose vaccine (e.g., Johnson & Johnson); or those who have been fully immunized outside of Canada with COVID-19 vaccines that are not approved in Canada but are on the [World Health](#)

[Organization Emergency Use Listing](#). In accordance with the Public Health Agency of Canada's (PHAC) COVID-19 immunization recommendations, those who have been fully immunized outside of Canada with COVID-19 vaccines that are not approved in Canada will be offered one additional dose of an mRNA vaccine (i.e. Pfizer or Moderna).

**Partially Vaccinated** – those who have received one dose in a two-dose series (e.g., Pfizer, Moderna or Astra Zeneca); or those who are less than two (2) weeks after their second dose in a two-dose series; or those who are less than two (2) weeks after a single-dose vaccine (e.g., Johnson & Johnson).

**Exemption** – refers to a substantiated medical or human rights ground which has been approved and accommodated through Human Resources and/or Student Accessibility Services.

**Self-Assessment** – refers to the process by which individuals assess themselves for cold or flu-like symptoms, such as a cough, fever, runny nose, sore throat, headache, or any of the symptoms listed in the [Shared Health COVID-19 Screening Tool](#).

## 2.0 Scope

This Policy outlines the actions that will be required of Community Members, Short-Term Visitors, Frequent Contractors, and Infrequent Contactors who are eligible to receive the COVID-19 vaccine, and are in addition to existing preventative measures, which may include mandatory masking, physical distancing, personal hygiene practices, engineering practices (e.g., ventilation), ongoing cleaning and sanitization protocols, as well as any other measures recommended or required by Manitoba Public Health or adopted by Brandon University.

All Community Members (i.e. employees and students) should expect that they may be required to attend campus from time to time, beginning in the Fall 2021 Term, even if they are participating in a remote work/study arrangement. Documentation of COVID 19 vaccination status of employees and students will be collected by the University from individuals as part of the University's efforts to maintain a safe campus environment. All Community Members, regardless of their remote work/study arrangement, should therefore report their vaccination status through the available portal by October 31, 2021.

The requirement to report vaccination status is a component of the University's overall approach in response to the COVID-19 pandemic. This requirement will be balanced by the University's responsibility to protect personal health information, keep it confidential, and only use it for the purpose for which it was collected

Note: Vaccine eligibility is determined by federal and provincial authorities, and may change from time to time. Current vaccine eligibility is generally all people who were born December 31, 2009 or earlier.

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### 3.0 Obligations

#### Between September 7, 2021 and October 31, 2021 (inclusive):

Community members, short-term visitors, frequent and infrequent contractors must conduct a [self-assessment](#) for COVID-19 symptoms for each day that they attend the University. If the self-assessment reveals the possibility of infection, those affected are advised to self-isolate and proceed for testing at the onset of symptoms, and report their absence to their supervisor and/or course instructors.

Employees and students of the School of Music (including the Eckhardt-Gramatte Conservatory of Music) must provide the University with proof that they are Fully Vaccinated or participate in ongoing rapid antigen testing.

Entry into the Healthy Living Centre, dining in the cafeteria (with the exception of Residence occupants who are exempt), and attendance at Bobcat soccer, volleyball and basketball games, is only available to fully vaccinated members of the eligible population, as per Public Health Orders. Proof of vaccination will be required at the point of entry.

Outdoor gatherings on Brandon University property may continue as determined by federal and provincial authorities, which may change from time to time.

#### Between November 1, 2021 and November 14, 2021 (inclusive):

Community members and frequent contractors must provide the University with proof that they are Fully Vaccinated. If individuals have questions about vaccination, they should consult their healthcare provider.

Rapid antigen testing will be available to those who are partially vaccinated until such time as they are fully vaccinated and upload their proof of vaccination documentation, which shall be no later than November 14, 2021 if no exemption is in place. If an employee receives a positive test result, they will need to isolate from others and go to a provincial test site to receive a confirmatory test. They must follow all required workplace protocols and follow the advice of public health. Employees may return to work only if they receive and provide proof of a negative result after their confirmatory test or if the appropriate self-isolation period has passed.

Entry into the Healthy Living Centre, dining in the cafeteria, and attendance at Bobcat soccer, volleyball and basketball games, is only available to fully vaccinated members of the eligible population, as per Public Health Orders. Proof of vaccination will be required at the point of entry.

Short-term visitors and infrequent contractors must continue to conduct a self-assessment for COVID-19 symptoms for each day that they attend the University.

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Outdoor gatherings on Brandon University property may continue as determined by federal and provincial authorities, which may change from time to time.

Effective November 15, 2021:

Community members and frequent contractors must provide the University with proof that they are Fully Vaccinated. If individuals have questions about vaccination, they should consult their healthcare provider.

Entry into the Healthy Living Centre, dining in the cafeteria, and attendance at Bobcat soccer, volleyball and basketball games, is only available to fully vaccinated members of the eligible population, as per Public Health Orders. Proof of vaccination will be required at the point of entry.

Short-term visitors and infrequent contractors must continue to conduct a self-assessment for COVID-19 symptoms for each day that they attend the University.

Outdoor gatherings on Brandon University property may continue as determined by federal and provincial authorities, which may change from time to time.

#### **4.0 Verification Portal**

In order to access campus facilities, Community Members must complete a declaration form. To do so, Community Members must log-in to the University's Verification Portal with their BU-issued username and password and select one of the following as their Vaccination Status:

- 1) Fully Vaccinated
- 2) Partially Vaccinated
- 3) Unvaccinated
- 4) Unwilling to Disclose Vaccination Status

Community Members who select "Fully Vaccinated" will be prompted to upload their official proof of vaccination document. A confirmation message will be received once the document has been verified.

Community Members who select "Partially Vaccinated" will be required to participate in rapid antigen testing and provide proof of negative COVID-19 test results to maintain access to campus facilities. The tests must be separated by a maximum of 72 hours. **Rapid antigen testing will continue until such time as they are fully vaccinated and upload their proof of vaccination documentation, which shall be no later than November 14, 2021, if no exemption is in place.** If an employee receives a positive test result, they will need to isolate from others and go to a provincial test site to receive a confirmatory test. They must follow all required workplace protocols and follow the advice of public health. Employees may return to work only

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if they receive and provide proof of a negative result after their confirmatory test or if the appropriate self-isolation period has passed.

Community Members who select “Unvaccinated” or “Unwilling to Disclose Vaccination Status” will be unable to access campus facilities after November 1, 2021, unless an exemption is in place.

Community Members who select “Unvaccinated” or “Unwilling to Disclose Vaccination Status” and later wish to update their response because they have been Fully Vaccinated, may do so by uploading their proof of vaccination documentation.

## **5.0 Exemptions**

Individuals who cannot be vaccinated due to a substantiated medical or human rights ground have the right to request exemptions from the Brandon University vaccine requirement. Medical exemptions require formal verification from a Healthcare Provider. Religious exemptions require formal documentation outlining religious beliefs.

If a Community Member indicates that they are seeking an exemption, the University will provide an opportunity for that Community Member to submit their exemption for review by Human Resources or Student Accessibility Services (as appropriate). The exemption request will be reviewed and the Community Member will receive an approved or denied exemption. Until such time as an exemption request is approved and a reasonable accommodation plan is put in place, the Community Member will be required to participate in rapid antigen testing to access University facilities.

Submission of a request does not guarantee acceptance of the request nor that the reasonable accommodation provided will include campus access.

## **6.0 Testing**

Where testing is to occur, it will be conducted on-campus for Community Members located at the Brandon Campus. Community Members who are located at the Winnipeg Campus will not be required to attend the on-campus testing centre, and will receive information about how to complete their rapid antigen testing.

Testing procedures will be managed in a confidential and accessible manner. Verified test results will be shared verbally and confidentially with the Community Member, and uploaded securely into the Verification Portal. Privacy will be maintained as per the section below. Individuals with positive test results will need to isolate from others and go to a provincial test site to receive a confirmatory test. They must follow all required workplace protocols and follow the advice of public health. Employees may return to work only if they receive and provide proof of a negative result after their confirmatory test or if the appropriate self-isolation period has passed.

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Test results will be uploaded into the Verification Portal and privacy will be maintained as per the section below.

## **7.0 Privacy**

The confidentiality and security of collected information is of utmost importance and the University is committed to protecting the personal health information privacy of all employees and students. The data are being compiled to assist in maintaining the health and safety of all employees and students and will only be used for that purpose.

The personal health information collected pursuant to this policy, including vaccination status, medical contraindications for vaccination, and COVID 19 testing or antibody testing results, will be collected, stored, accessed and destroyed in accordance with the *Personal Health Information Act*. Appropriate safeguards are in place to ensure the information is stored securely.

Access to information will be on a need-to-know basis and will be limited to those people who are engaged in the following functions on behalf of the University: (1) verifying vaccination status or COVID status, (2) assessing and developing accommodations, and (3) verifying one's ability to participate in certain activities as per public health orders and/or BU policy. For students, that will be primarily staff in Student Services. For employees, it will be primarily staff in Human Resources. Limited information may be shared in an accommodations process (i.e. that there is a need for an accommodation), but the grounds for the accommodation will remain confidential.

Personal health information collected under this policy will not be shared with faculty, staff, students, or management beyond those serving in the above limited functions.

### Employees

A record of the vaccination status for employees will be maintained in the Human Resources Office, and will be held separate and distinct from personnel files. The record will be kept for as long as needed or for the duration of the COVID pandemic/endemic, whichever is shorter.

Individual information will be destroyed within two months of an individual leaving the employment of the University. Human Resources will determine those employees whose records are to be destroyed.

### Students

A record of the vaccination status for students will be maintained by Student Services (i.e. the Dean of Students). The record will be kept for as long as needed or for the duration of the COVID 19 pandemic/endemic, whichever is shorter.

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Individual information will be destroyed within twelve months of the student no longer being registered as a student of the University. The Registrar's Office will determine those students whose records are to be destroyed.

### Withdrawal of Consent

Community Members may withdraw their consent for Brandon University to retain data pertaining to their vaccination status. In these instances, Brandon University will dispose the data and notify the user that the disposal has occurred. In line with this Policy, the Community Member will no longer be permitted access to buildings on campus.

## **8.0 Compliance**

Employees are required to comply with this Policy, as well as all University health and safety programs and policies. Any employee that fails to comply with this Policy may be:

- a) prohibited from attending University property;
- b) prohibited from attending their off-campus worksite (e.g., fieldwork supervisors, clinical supervisors, etc.) or accessing off-campus services (e.g., University of Winnipeg library);
- c) subject to the outcomes, remedies, and/or sanctions under University policies and procedures (including collective agreements), as appropriate.

Students are required to comply with this Policy, as well as all University health and safety programs and policies. Any student that fails to comply with this Policy may be:

- a) prohibited from attending University property;
- b) prohibited from attending their off-campus study site (e.g., field experience, clinical experience, etc.) or accessing off-campus services (e.g., University of Winnipeg library);
- c) subject to the outcomes, remedies and/or sanctions under the Student Non-Academic Misconduct Policy, as appropriate.

Community Members who knowingly provide inaccurate, falsified, or misleading information concerning identity, vaccination status, exemption requirements, or rapid antigen testing results, may be subject to disciplinary action up to and including termination of employment or expulsion from Brandon University. Visitors and infrequent contractors who knowingly provide inaccurate, falsified, or misleading information concerning identity, vaccination status, exemption requirements, or rapid antigen testing results, may be subject to a ban from the Brandon University campus.

## **9.0 Review**

This Policy will regularly be reviewed and updated to align with the most current conditions of the COVID-19 pandemic and to reflect up-to-date public health guidance. Updates to the policy will be communicated to the campus community in a clear and timely manner.

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## 10.0 Related Legislation, Policies, and Procedures

- [The Human Rights Code \(Manitoba\)](#)
- [The Freedom of Information and Protection of Privacy Act \(FIPPA\)](#)
- [The Personal Health Information Act \(PHIA\)](#)
- [The Petty Trespasses Act \(PTA\)](#)
- [Student Non-Academic Misconduct Policy](#)
- [Student Accessibility Services Procedures](#)
- Workplace Accommodation [Policy](#) and [Procedures](#)
- [Workplace Health and Safety Protocols](#)
- [Collective Agreements](#)
- Vaccine Requirement Exemption Form – Medical (Student)
- Vaccine Requirement Exemption Form – Medical (Employee)
- Vaccine Requirement Exemption Form – Religion/Creed
- [Shared Health COVID-19 Screening Tool](#)