

**Program on
COVID-19 Vaccination**

Office of Administration:	Vice-President, Finance & Administration Vice-President, Academic and Provost
Approval Authority:	President and Vice-Chancellor
Approval Date:	November 25, 2021 Version 2
Next Review:	As required
Review History:	September 13, 2021

1. Overview

1.1 Laurentian University of Sudbury (the “University”) is committed to creating a workplace and learning environment that is safe and healthy for all students faculty and staff and it shall establish mechanisms to give effect to the Policy on COVID-19 Vaccination (the “Policy”) including:

- 1.1.1 Developing and maintaining a program to implement the Policy with respect to COVID-19 vaccination; and
- 1.1.2 Providing information and instruction on the contents of the Policy and this Program with respect to comprehensive health and safety measures to mitigate COVID-19 exposure and outbreaks on Campus.

1.2 This Program on COVID-19 Vaccination (the “Program”) supplements the Policy and outlines the procedures which will be utilized in any and all instances of matters relating to the Policy. This document shall be utilized in implementing the Policy and shall outline the following:

- 1.2.1 Procedures to implement the Policy;
- 1.2.2 Procedures for Employees, Students, Contractors, Volunteers, and others, who wish to enter the University Campus, to comply with the Policy; and
- 1.2.3 Sets out the procedures as related to how the University will investigate and manage incidents of non-compliance of the Policy.

2. Purpose

2.1. To outline the University’s parameters and expectations related to COVID-19 vaccination for Students, Employees, Contractors, Volunteers and Visitors.

2.2. To outline the potential consequences of non-compliance of the Policy and this Program to Students, Employees, Contractors, Volunteers and Visitors.

3. Scope

3.1. This Program applies to all Employees, Students, Contractors, Volunteers, Non-Student Residents and Visitors entering the University Campuses and facilities who are eligible to receive the COVID-19 vaccine.

4. Definitions

4.1. The definitions as outlined in the Policy are to be utilized in this Program.

5. Program Implementation

5.1. Process to Declare Vaccination Status

All Students and Employees shall declare their vaccination status to the University through a secure process linked to the MyLaurentian portal.

5.1.1. Employees

5.1.1.1. Individuals offered future employment must provide proof of full vaccination or be in receipt of a Valid Exemption prior to starting employment. Proof of full vaccination must be submitted or a Valid Exemption must be approved by Health and Wellness Services (vaccineclinic@laurentian.ca) prior to starting employment.

a. All written employment contracts will indicate “The University's Policy and Program on COVID-19 Vaccination is available [here](#). By accepting this position you acknowledge that you have read the Policy and Program. It is a precondition of your employment that prior to your start date, the University requires that you submit proof of full vaccination to vaccineclinic@laurentian.ca or receive an approved exemption as outlined in the Policy and Program. Failure to comply may result in a delay to the start of employment and/or this employment offer being deemed void resulting in your employment contract ending without notice or payment in lieu of notice or any other payment.”

5.1.1.2. All other individuals offered employment, including casual, on time sheets or otherwise without a written employment contract shall be informed by the hiring manager/supervisor of the requirement prior to commencing any work for the University.

It is the responsibility of the hiring manager/supervisor, in collaboration with Health and Wellness Services to ensure compliance prior to starting employment.

5.1.1.3 New employees will be required to complete an attestation [form](#) prior to starting employment. The form will be submitted to Health & Wellness Services.

5.1.1.4 Health and Wellness Services will confirm via email with the hiring manager/supervisor when the individual is compliant with the Policy and this Program.

5.1.2. **Students**

5.1.2.1. Individuals offered admission or registering and returning Students must provide proof of full vaccination or be in receipt of a Valid Exemption prior to commencing their studies. Proof of full vaccination or valid exemption must be submitted to the secure process linked to the myLaurentian portal prior to registering in any on campus courses.

5.2. **Secure process to upload proof of vaccination**

Individuals seeking to enter Campus and facilities will be required to select one option and follow any subsequent actions, if required, as described in Table 1 below.

Table 1: Vaccination status attestation and proof (options)		
Attestation Option	Attestation Statement & Action	Subsequent Actions/Step(s)
1	Fully Vaccinated, and upload proof	<ul style="list-style-type: none"> No additional actions are required
2	Have a Valid Laurentian-approved Exemption	<ul style="list-style-type: none"> Laurentian University Health and Wellness Clinic will contact the individual to schedule rapid COVID-19 testing. Submit to regular rapid COVID-19 testing (at a frequency required by the University) <p>Medical Exemption</p> <ul style="list-style-type: none"> Completed and returned the Statement of Medical Condition/Disability Form to vaccineclinic@laurentian.ca Laurentian University Health and Wellness Clinic has provided a certificate of approval. <p>Religious Beliefs/Creed Exemptions</p> <ul style="list-style-type: none"> Complete the Statement of Creed/Religious Belief Form to vaccineclinic@laurentian.ca Laurentian University Health and Wellness Clinic has provided a certificate of approval.
3	Not entering University Campuses and wish not to disclose	<ul style="list-style-type: none"> No additional actions are required. <p>Note: If an individual is required to enter the Campus at a later date, the individual will have to comply with the Policy. The individual should contact the Laurentian University Health and Wellness Clinic to update their attestation and provide Proof of Vaccination or a Valid Exemption</p>

5.2.1. Contractors

Contractors entering the Laurentian University Campus are required to comply with the Policy. To comply with the Policy, Contractors are required to attest to their vaccination status using the [FORM](#) and follow the instructions to submit the information.

The owner/manager of the contracting company will be contacted by the University to verify compliance with the Policy.

5.2.2. Visitors

Visitors are required to comply with the Policy to enter Campus. Visitors are required to attest to their vaccination status using this [FORM](#). Visitors will receive confirmation that their access to campus has been approved.

Signs are posted at the main entrance points to Campus and at the main doors advising individuals are required to be Fully Vaccinated. Visitors **under the age of 12** are not required to submit proof of a negative COVID-19 test.

5.3. Process to Obtain a Valid Exemption

An individual may apply for a “Valid Exemption” from being Fully Vaccinated by seeking:

1. a Medical Exemption due to an underlying medical condition which inhibits the individual's ability to be Fully Vaccinated; or
2. Creed/religion Exemption.

Individuals with a Valid Exemption will be accommodated to the point of undue hardship, and will be required to obtain and submit proof of a negative COVID-19 Test (at a frequency required by the University) in order to enter the University Campus.

5.3.1. Medical Exemption

Individuals seeking a Medical Exemption will be required to complete the “[Statement of Medical Condition/Disability COVID-19 Vaccine Exemption Form](#)”.

The completed form can be submitted to vaccineclinic@laurentian.ca. A staff member from Laurentian’s Health and Wellness Clinic will review the form and confirm if the request has been accepted and provide a certificate of approval.

Medical Exemptions are expected to be rare.

5.3.2. Creed/religion Exemption

Individuals seeking a Creed/Religion Exemption will be required to complete the “[Statement of Creed/Religious Belief COVID-19 Vaccine Exemption Form](#)”.

The completed form should be sent to vaccineclinic@laurentian.ca. The University will review this form to determine eligibility for an accommodation to be exempted from the COVID-19 vaccine due to creed/religious belief. A staff member from Laurentian’s Health and Wellness Clinic will confirm if the request has been accepted and provide a certificate of approval.

Creed/Religion Exemptions are expected to be rare.

5.4. Rapid COVID-19 Testing Clinic

The Health and Wellness Clinic at Laurentian University provides testing for COVID-19 at its location in Single Student Residence (room G19).

5.5. Health and Safety Measures

The University will continue to implement [Health & Safety](#) measures to support the Policy and this Program. These include physical distancing, indoor mask use, waste water testing in residence, and enhanced cleaning.

Access to vaccine appointments will also be supported with vaccination clinics on the University Campus with the support of Public Health Sudbury and Districts.

5.6. Policy and Program Compliance

It is a violation of the Policy (and this Program):

- to attend University Campus or activities without fully complying with the Policy and this Program;
- to fail to report to any required COVID-19 testing;
- to provide any false, misleading, or otherwise dishonest information or documents to the University in relation to the Policy or this Program;
- to refuse to disclose their vaccination status attestation through the process required and by the date(s) required;
- or to otherwise fail to comply with any COVID-19 health or safety precaution requirement put in place by the University, whether or not such requirement is expressly set out in the Policy or this Program.

Compliance with the Policy and this Program will be managed by the Health and Wellness Clinic with support from Health and Safety. Any issues of non-compliance (after an attempt to rectify) will be referred to Human Resources (Employees) and Dean (or their designate)(Students). Consequences of non-compliance are outlined in Section 5.7.

Initiation of a non-compliance meeting will be at the discretion of the Manager of the Health and Wellness Clinic. If an individual is on the path to compliance, after meeting with a staff member in the Health and Wellness Clinic, additional time can be provided to become compliant. However, if the individual fails to meet the compliance milestone a non-compliance meeting will be initiated.

5.6.1. **Compliance with Rapid COVID-19 Testing and Other Health and Safety Measures**

All individuals who have a valid exemption will be required to have a Rapid COVID-19 test every 72 hours. Compliance with Rapid COVID-19 testing will be managed by the Health and Wellness Clinic. Any issues of non-compliance (following an attempt to rectify) will be referred to Human Resources (employees) and Dean (or their designate)(students). Consequences of non-compliance are outlined in Section 5.7.

5.7. **Consequences of Policy/Program Non-Compliance**

5.7.1. **General**

Individuals will be reminded by the Manager of Health & Safety or the Health & Wellness Clinic to comply with the particular requirements of this Program and the Policy.

5.7.2. **Employees**

Any Employee found to be in violation of the Policy or this Program will be prohibited from entering Campus and accessing in-person activities and may not be able to continue in their position if they are unable to complete the requirements of their job.

5.7.2.1. **Non-Compliance Meeting(s)**

An Employee who is non-compliant with the Policy/Program will be required to meet with the Associate Vice-President of Human Resources and Organizational Development (or their designate). The individual will have the right to a union representative to accompany them (as applicable).

5.7.2.2. Reasons for non-compliance will be reviewed on a case-by-case basis.

5.7.2.3. Following the non-compliance meeting(s) the individual will be given a limited period of time to comply with the Policy/Program or progressive consequences will be initiated.

5.7.2.4. Initiation of a non-compliance meeting will be discretionary if an individual is on the path to compliance. Additional time may be provided to become compliant. However, if the individual fails to meet the compliance requirement a non-compliance meeting will be initiated.

5.7.2.5. **Consequences of Non-Compliance**

The University is required by law to establish, implement and ensure compliance with the Policy. As such, the consequences for an Employee who chooses not to disclose and attest to their vaccination status in the manner prescribed by the University and by the date(s) prescribed by the University will be deemed to be insubordinate in following the Policy/Program. Consequences could include:

- Reminder(s) regarding the requirement/process
- Compliance meeting
- Leave without pay
- Discipline, up to and including termination of employment

Consequences for an Employee who is non-compliant with other aspects of the Policy/Program could include:

- Reminder(s) regarding the requirement/process
- Compliance meeting
- Written warnings
- Full or partial and interim administrative leave with pay and vaccination education
- Full or partial administrative leave without pay
- Discipline, up to and including termination of employment

5.7.3. **Students**

Any Student found to be in violation of the Policy/Program will be prohibited from entering Campus and accessing in-person activities. Efforts will be made to support the student to continue their studies through online, remote and hybrid course offerings.

5.7.3.1. **Consequences of Non-Compliance**

If the Student remains non-compliant following the non-compliance meeting(s), the individual may be referred to the processes under the University's Code of Student Rights and Responsibilities.

5.7.4. **Students/Non-Student Residents**

Students/Non-Student Residents moving into University Residences must be fully vaccinated. The Residence Office will be informed of non-compliant individuals but will not be privy to the nature of the non-compliance.

International students will be permitted to arrive in residence. They will be quarantined as per regulations and then will follow vaccination protocols as set up by the Health and Wellness Team.

5.7.5. **Others**

Any Contractor, Visitor, Volunteers, Non-Student Residents or any other individual attending University Campus found to be in violation of the Policy/Program will be prohibited from attending on the University Campus and accessing in-person activities, and may not be permitted to return.

6. **Roles and Responsibilities**

Reasonable care and diligence shall be exercised to prevent contravention of the laws of Ontario and the Policy/this Program.

The Offices of Administration of the Program are responsible for:

- for ensuring that the parties or party responsible for the day-to-day implementation and enforcement of this Program fulfill those responsibilities accordingly; and
- for monitoring this Program and for ensuring compliance; and
- ensure education efforts are undertaken with respect to supports for Employees and Students; and
- provide direction to support services when requested by Employees and Students; and
- address issues of a Policy/Program violation in accordance with established policies and procedures and/or by the terms of existing contracts or collective agreements, where applicable.

Supervisors will:

- ensure their Employees are notified of the Policy and this Program; and
- provide the resources and support necessary to ensure compliance with the Policy and this Program; and
- take and/or support appropriate administrative action for non-compliance with the Policy or this Program.

7. Legislation, Policies and Procedures

7.1. Related University Policies

- 7.1.1. Laurentian University Code of Student Rights and Responsibilities
- 7.1.2. Laurentian University Policy and Program on a Respectful Working and Learning Environment
- 7.1.3. Laurentian University Policy on Occupational Health and Safety
- 7.1.4. Laurentian Freedom of Information and Protection of Privacy Policy

7.2. Additional related Legislation, Policies, Procedures and Other Documents

- 7.2.1. Emergency Management and Civil Protection Act, 1990
- 7.2.2. Reopening Ontario Act, 2020
- 7.2.3. Ontario government regulation (O. Reg. 577/21)
- 7.2.4. Ontario Ministry of Health COVID-19 Provincial Testing Guidance Update
- 7.2.5. [Letter from Council of Ontario Medical Officers of Health \(COMOH\)](#)
- 7.2.6. Public Health Sudbury & Districts, COVID-19 Vaccination Update: policies for high-risk settings; third dose recommendations for vulnerable groups; youth born in 2009 now eligible. Advisory Alert, August 18, 2021
- 7.2.7. STATEMENT OF MEDICAL CONDITION/DISABILITY COVID-19 VACCINE EXEMPTION FORM
- 7.2.8. STATEMENT OF CREED/RELIGIOUS BELIEF COVID-19 VACCINE EXEMPTION FORM
- 7.2.9. Accessibility for Ontarians with Disabilities Act, 2005
- 7.2.10. Freedom of Information and Protection of Privacy Act, 1990
- 7.2.11. Personal Health Information Protection Act, 2004
- 7.2.12. Occupational Health and Safety Act, 1990
- 7.2.13. Ontario Human Rights Code, 1990
- 7.2.14. Labour Relations Act, 1995

- 7.2.15. Employment Standards Act, 2000
- 7.2.16. Applicable Collective Agreements
- 7.2.17. Community Standards Manual for Laurentian University Residence Complex
- 7.2.18. Policy and Guidelines on Academic Accommodation for Students with Disabilities
- 7.2.19. Laurentian University of Sudbury Varsity Team Member Guidelines
- 7.2.20. Laurentian University's International Readiness Plans