



## Procedure

Procedure Name	<b><i>COVID-19 Vaccinations – Contractors, Tenants Visitors &amp; Volunteers</i></b>		
Procedure #	EP 2.3	Parent Policy	COVID-19 Vaccination
Policy Owner	Vice-President Finance & Administration	Effective Date	November 8, 2021
Procedure Owner	Associate Vice President, Finance and Corporate Services	Next Review Date	May 2022
Approved by	Executive Management Committee	Approval Date	October 14, 2021

### 1.0 Purpose/ Background

NAIT is committed to protecting the health and safety of Community Members accessing our campuses. NAIT and all NAIT Community Members have obligations to ensure the health and safety of everyone who attends our NAIT campuses. Vaccination against COVID-19 is the most effective means to prevent the spread of COVID-19, to prevent outbreaks on our campus, and to protect our Community Members.

This procedure provides guidance on the rights and obligations of contractors and tenants who have personnel and/or visitors on NAIT campuses, NAIT property or who attend NAIT events in relation to vaccination against COVID-19. This procedure also provides guidance for Visitors and Volunteers who attend NAIT campuses or NAIT property for any reason, in relation to vaccination against COVID-19.

This procedure shall be reviewed regularly and at least every six (6) months to ensure alignment with public health measures and regulations and to confirm it adequately covers the health and safety risks it addresses.

### 2.0 Definitions

Term	Definition
Approved for on-campus attendance	A person is fully in compliance with NAIT's vaccine policy and has the required vaccine(s) and submitted valid proof of vaccination status or received an approved accommodation.
Community Members	Members of the NAIT Board of Governors, employees, students, contractors, tenants, volunteers and visitors
Contract Manager	NAIT departmental representative and key contact for a specified Contractor or Tenant
Contractor	an individual or a company or business that undertakes to provide services to the Institute and is paid through the Accounts Payable department.

Fully vaccinated against COVID-19	A community member who (a) has received two doses of a vaccine considered valid by the World Health Organization (WHO) in a two dose COVID-19 vaccine series or one dose of a vaccine considered valid by the WHO in a one dose COVID-19 vaccine series <b>and</b> (b) for whom fourteen (14) days have elapsed since the date on which the person received the second dose of the COVID-19 vaccine considered valid by the WHO of a two dose series or one dose of the COVID-19 vaccine considered valid by the WHO in a one dose vaccine series.
On-Campus Attendance	On-campus attendance includes any reason that a person may be on NAIT campuses, property or events. Individuals seeking services, attending classes, participating in an event, etc. are all considered to have “on-campus attendance”.
Personnel	Means employees of Tenants and employees of Contractors and Sub-Contractors
Tenant	an entity or individuals that occupy a portion of NAIT premises pursuant to a lease agreement, license of occupation or collective agreement obligation with NAIT.
Valid proof of vaccination status	A paper or electronic record from the health provider who administered the vaccine or a government issued record of the individual’s vaccination history.
Visitor	An individual who attends NAIT campuses for any reason, (e.g. to receive a service such as dental clinic, attend an event, conference, etc.) who is not a Board of Governors member, an employee, student, contractor, volunteer or tenant.
Volunteer	An individual who provides services to NAIT without being compensated

### 3.0 Procedures

#### 3.1 Vaccination Requirements

- 3.1.1 Effective November 8, 2021, all personnel of contractors and tenants as well as all Visitors & Volunteers must be approved for on-campus attendance in order to attend any NAIT campus, property or event.
- 3.1.2 Any personnel of a Contractor or Tenant, and any Visitor or Volunteer who is unable to meet the approved for on-campus attendance expectations will be not eligible to attend on campus or NAIT property or to attend NAIT on site events.

#### 3.2 Approved for on-campus Attendance

- 3.2.1 For purposes of this Procedure, Contractors who will have personnel on campus or other NAIT properties for less than a 15 minute interval such as couriers, or delivery workers, are not required to have their personnel comply with NAIT’s COVID-19 Vaccination Policy.

### **3.3 Valid Proof of Vaccination Process for Contractors & Tenants**

- 3.3.1 In order to facilitate vaccine validation of personnel of Contractors and Tenants, NAIT will rely on an Attestation Document signed by an authorized representative of the Contractor or Tenant, confirming that all of its personnel and its visitors who attend on NAIT campus, properties or events, have been fully vaccinated, and that valid proof of vaccination status has been verified by the Contractor or Tenant, with the exception of those specified individuals who the Contractor or Tenant has verified is eligible for an accommodation pursuant to protected grounds pursuant to the *Alberta Human Rights Act*.
- 3.3.2 The Contractors and Tenants will be advised that their personnel and its visitors must be prepared to produce Valid Proof of Vaccination Status if requested by NAIT.
- 3.3.3 If an individual who is personnel and/or visitor of a Contractor or Tenant has been determined by Contractor or Tenant to be eligible for accommodation based on protected grounds under the *Alberta Human Rights Act*, and is therefore not vaccinated, the individual shall be required to be prepared to provide evidence of a negative rapid test result completed within the previous 72 hours of any attendance on NAIT campus, property or on site event.
- 3.3.4 The Contractors and Tenants will be advised that an updated Attestation may be required to be submitted on a periodic basis, as requested by NAIT.
- 3.3.5 Each NAIT Contract Manager, in consultation with Supply Chain Management, shall be responsible to manage compliance with the COVID-19 Vaccination Policy for those Contractors or Tenants for whom they are the NAIT contact.
- 3.3.6 Supply Chain Management will maintain the repository off all Attestations received from Contractors and General Counsel Services will maintain the repository of Attestations received from Tenants.

### **3.4 Valid Proof of Vaccination Process for Visitors & Volunteers**

- 3.4.1 Visitors and Volunteers who are visiting classroom, shops, or labs MUST be prepared to provide Valid Proof of Vaccination Status in order to gain entry into shops, labs, or classroom spaces. These spaces include but are not limited to Ernest's, the Meat Store, Dental Clinic, etc.
- 3.4.2 Visitors and Volunteers on campus or other NAIT properties or events, that are outside of classroom, shops, and labs, must be prepared to provide Valid Proof of Vaccination Status or Valid Rapid Test results on entry to NAIT campus, property or events, or at any time requested by NAIT while on NAIT campus, property or events. Non-classroom, lab and shop spaces that will accept Valid Rapid Test Results are areas such as the Arena, Conference and Events, etc.

### 3.5 Non-Compliance

3.5.1 All Contractors and Tenants have the responsibility to abide by expectations formally and informally communicated by NAIT staff. This procedure is considered a formal expectation, and upon publication, it will be considered to have been communicated to Contractors and Tenants. Any Contractor or Tenant who is suspected of not being in compliance with this procedure will be referred to the Contract Manager for follow up and the personnel of the Contractor or Tenant may be banned from attendance on NAIT campus, properties or events.

3.5.2 All Visitors and Volunteers not in compliance with this procedure are subject to removal from NAIT campus, properties or events.

### 4.0 Exceptions to the Procedure

Exceptions to this procedure must be documented and formally approved by the Procedure Owner.

Procedure exceptions must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

### 5.0 Related Documentation

#### ***Document History***

<i>Date</i>	<i>Action/ Change</i>
November 2, 2021	Added a new 3.4.1; changed previous 3.4.1 to be 2.4.2 and added Valid Rapid Test results information.