



Northeastern Catholic District School Board

PROTOCOL: COVID-19 Immunization Disclosure

IMPLEMENTATION DATE

September 2, 2021

Updated: September 28, 2021

APPLICATION AND SCOPE

The Northeastern Catholic District School Board (NCDSB) recognizes the importance of immunization as a key element to help keep school settings safe. This COVID-19 immunization disclosure protocol aims to protect the school board's population.

This protocol applies to all staff of the Northeastern Catholic District School Board, including daily and long-term occasional teachers, casual education workers, school board trustees, and student transportation drivers. The following individuals are also included if attending the school premises frequently and have direct contact with staff or students: students on educational placement, including professional services students on a placement, volunteers, visitors (including third-party contractors) and those who provide professional services to children at school.

All eligible individuals are strongly encouraged to receive a COVID-19 vaccine, unless there is a medical reason to not receive a vaccine.

The Chief Medical Officer of Health has directed the NCDSB to develop, implement and ensure compliance with a COVID-19 immunization disclosure protocol. This requires all individuals subject to this immunization disclosure protocol to provide one of the following:

1. Proof of all required doses of a COVID-19 vaccine approved by the World Health Organization.
2. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
 - a. That the person cannot be vaccinated against COVID-19; and
 - b. The effective time period for the medical reason (i.e. permanent or time-limited).
3. Proof that the individual has completed the educational program prescribed by the Ministry of Education.

Those who are not fully vaccinated will be required to complete COVID-19 rapid antigen testing two times every week, on Mondays and Thursdays.

PROCESS

ATTESTATION PROCESS - STAFF

Staff of the NCDSB must provide, in writing, confirmation of their vaccination status (vaccinated/not vaccinated).

Staff will be required to provide proof through the Atrieve ERP/HR portal. Detailed process instruction can be found in Appendix A of the protocol and/or by reviewing a video at Flex Online <https://flex-online.ca/necdsb> where you will be able to review how to complete the COVID-19 Attestation.

Staff are to contact Human Resources at HR@ncdsb.on.ca with any questions.

ATTESTATION PROCESS – REGULAR VISITORS, SERVICE PROVIDERS, STUDENTS ON PLACEMENT

Regular visitors, third-party service providers, and/or students on placement who have regular contact with NCDSB students will be required to attest to their vaccination status.

ATTESTATION PROCESS – BOARD OF TRUSTEES

Every Trustee will sign an attestation form and provide proof of vaccination.

RECORDS

False attestation or false documentation provided will not be tolerated and will be subject to disciplinary actions, up to and including termination for employees, voiding of contracts for contractors, and removal of access to NCDSB facilities for visitors, service providers, and trustees.

Proof of vaccination and/or the reason(s) for not receiving a COVID-19 vaccination will be kept in strict confidence by the Human Resources Department, according to NCDSB Policy P-4 *Personal Information Management* and NCDSB Administrative Procedure APP017 *Confidentiality of Medical Records*. The Director of Education will ensure the confidentiality of all other records for non-staff members according to the same policies and procedures.

PROVIDING PROOF

Proof of Vaccination

After vaccination, individuals will have received a COVID-19 vaccine receipt in hard copy and/or an electronic PDF version. Individuals who have questions or concerns about their vaccine receipt should contact their local public health unit for assistance. These receipts will be uploaded to the Atrieve ERP/HR portal for staff. All other groups will provide copies of vaccination receipts with their attestation. Some individuals may provide proof of vaccination to their respective employers or Faculties of Education. In such instances, the NCDSB may not require proof of vaccination with a COVID-19 receipt as noted above, and may honour written attestations only.

Proof of a Medical Reason for Not Being Vaccinated

Proof must be provided by either a physician or a nurse practitioner (note: A nurse practitioner is a registered nurse who holds an extended certificate of registration under the *Nursing Act, 1991*).

In some instances, the medical reason for a person not being vaccinated may be time-limited (i.e. timing around a procedure or other medical treatment). The documentation from the physician/nurse-practitioner must specify whether the reason is permanent or time-limited. If time-limited, the documentation should indicate how long the medical reason is expected to last. A staff member is required to provide such proof with their attestation.

If an individual is unable to receive their vaccine for a medical reason but that reason is valid for a limited time, the school board must follow-up with them once that time period has expired and ensure the individual provides proof of vaccination or proof that the individual has completed the education program prescribed by the Ministry of Education.

Proof of Completion of an Educational Program

Individuals who do not intend to be vaccinated, without a documented medical reason, will be required to participate in an educational session about the benefits of COVID-19 vaccination, outside of working hours.

School boards are required to use a video resource that is prescribed by the Ministry of Education as the education program for unvaccinated individuals. The video is accessible to all NCDSB staff through the Vector Training, K-12 Edition Online Training platform and the training video is called *COVID-19 Vaccination Information*.

Individuals will be required to provide proof that they have completed the educational program. This can be done by obtaining the certificate once the video has been viewed. A copy of this certificate will be uploaded to the Atrieve ERP/HR portal as part of the immunization disclosure process.

RAPID ANTIGEN TESTING REQUIREMENTS

The Ministry of Education requires individuals subject to testing requirements under the COVID-19 immunization disclosure policy to **provide verification of negative test results two times per week**. Once on-boarded onto the Thrive app, verification will be provided to the school board.

To support this process, the Ministry asks that school boards inform those required to undertake testing of the following instructions:

- Testing is to take place at an individual's residence prior to attending work.
- Testing should be implemented consistently on a weekly basis with at least 3 days between tests and conducted Sunday to Friday.
- Testing should not take place more than 48 hours before attending work.

At the NCDSB, all eligible participants must complete the mandatory rapid antigen test every **Monday and every Thursday.**

The linked handout below, provided by the Ministry of Education, explains how an individual can self-administer a COVID-19 rapid test kit:

<https://www.ontariohealth.ca/sites/ontariohealth/files/2021-08/PASP-COVID19-Self-Testing%20Instrucitons.docx>

Please note: rapid antigen screening is only for individuals who are asymptomatic. Anyone who has symptoms should seek testing at their local assessment centre consistent with provincial testing guidance.

A positive result on a rapid antigen test is considered a preliminary (presumptive) positive and requires confirmation with a PCR test.

Any individual that receives a preliminary positive result on a COVID-19 rapid antigen test is required to:

1. **Seek a confirmatory** PCR test immediately (ideally within 48 hours) at a [designated testing centre](#).
2. **Isolate** immediately until the result of their confirmatory test is known.
3. **Safely return to work only after they receive a negative result on a confirmatory test at a designated testing centre.**

Any positive confirmatory test is routinely reported to the local public health unit, consistent with public health legislation, to support case and contact management and surveillance.

An employer has no obligation to inform a public health unit of an employee's rapid antigen test result (regardless of whether it was positive or negative).

If an individual has had a laboratory-confirmed COVID-19 infection they should not participate in antigen testing for 90 days following the date of their positive COVID-19 test result. These individuals should immediately resume COVID-19 rapid antigen testing after the 90th day from the date of their positive COVID-19 PCR result.

Individuals that are covered by the school board's immunization disclosure policy, but are not directly employed by a school board must provide their attestations or negative test results directly to the school board. Individuals are not required to duplicate testing if their employer also has a rapid antigen testing policy.

Alternatively, third-party employers/agencies could also provide the attestation of the employee or negative test results to the school board.

Verification of Testing:

As stated in the September 3, 2021 memo, school boards must verify that individuals who are not fully vaccinated have completed a test as required and received a negative result.

This verification will occur through the Thrive Health app offered through the [Creative Destruction Lab Rapid Screening Consortium \(CDL RSC\)](#). CDL Rapid Screening Consortium is a not-for-profit initiative that provides guidance and support to organizations that are implementing a rapid screening program in Canada. More information can be found on CDL RSC's [website](#).

This web-based application will allow for individuals to submit photo evidence of their rapid antigen test results directly from home. School boards will also be able to export records of verification for record keeping purposes.

The NCDSB will verify information on a regular basis to ensure participant compliance in meeting the requirements.

NCDSB employees, including occasional staff who are required to participate in rapid antigen testing will:

1. Pick up a rapid antigen test kit from a central location in the school, or make arrangements with the HR Department to pick up a kit at the Board Office (please contact hr@ncdsb.on.ca to confirm pick-up time).
2. Create an account with Thrive Health app.
3. View the necessary onboarding videos and/or review the instructions to learn how to administer the rapid antigen test.
4. Conduct a rapid antigen test, at home, two times weekly on Mondays and Thursdays.
5. Write the date of the rapid antigen test on the test vile.
6. Take a picture of the results of the rapid antigen test.
7. Upload the picture of the results to the Thrive Health app, immediately upon completion.

Reporting:

School boards are encouraged to use the Thrive app for verification and reporting purposes. The Provincial Antigen Screening Program requires that all organizations receiving free antigen screening tests submit weekly reporting to the Ministry of Health (MOH).

Consequences for Non-Compliance of this Protocol:

Staff members who fail to attest their vaccination status or who do not comply with the testing requirements of the COVID-19 Immunization Disclosure Policy and this protocol will be subject to exclusion from the NCDSB and will be placed on unpaid leave.

Thrive Health Resource:

A resource document is included with this protocol as a separate document for step-by-step guidance on how to use the web-based application for test results submission.

CONFIDENTIALITY STATEMENT

The NCDSB is required, pursuant to the Chief Medical Officer of Health's direction, to report statistical information from the Ministry of Education. All statistical information will be provided in depersonalized aggregate form on a monthly basis.

DEFINITIONS

COVID-19

An acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions.

FULLY VACCINATED AGAINST COVID-19

Having received all of the doses required for a COVID-19 vaccine(s) approved by the World Health Organization (two doses of a two-dose vaccine, or one dose of a single-dose vaccine; and having received the final vaccine dose at least 14 days ago.

RESOURCES

School board implementation resource guide – COVID-19 immunization disclosure policy for the education sector (September 1, 2021)

SBCI – Sample Vaccination Disclosure Policy

Ministry of Education Memorandum (electronic version: August 20, 2021)

REVIEW CYCLE

As required and/or as new information and direction are issued by the Chief Medical Officer of Health and/or the Ministry of Education.

Updated – September 23, 2021

Director of Education: *Tricia Stefanio Welby*

Date: September 28, 2021

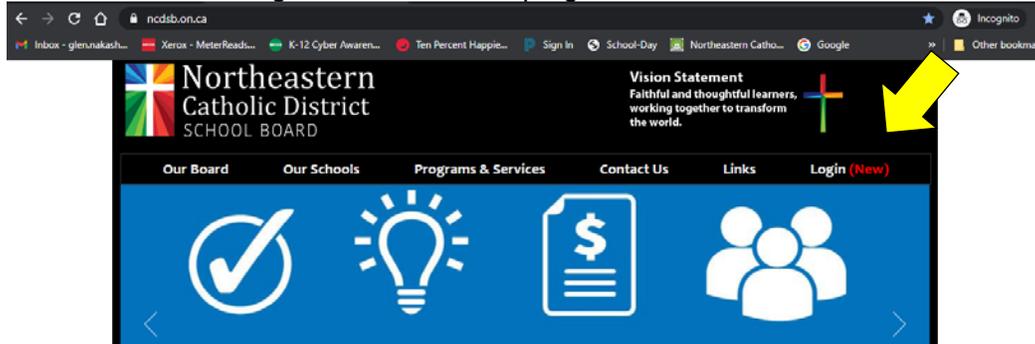
APPENDIX A

Step by Step Process to Complete COVID-19 Attestation on the Atrieve ERP/HR Portal

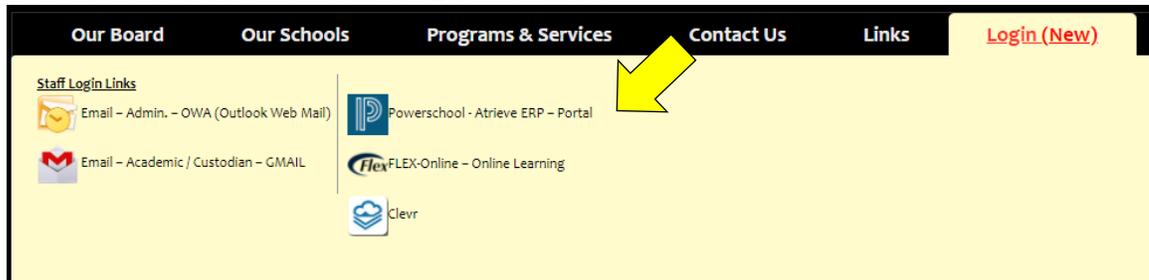
1. Go to the Board website:

www.ncdsb.on.ca

2. Click on the new “Login” button at the top right hand side:



3. Click on “Powerschool – Atrieve ERP - Portal”:

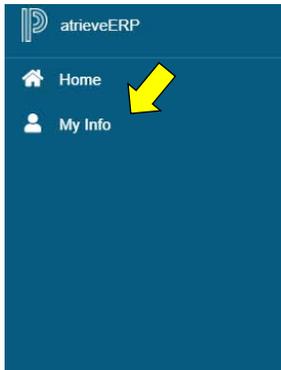


4. Login. For your username, use the portion of your email address that is BEFORE the @ symbol in your email address. If your email address is jdoe@ncdsb.ca, then your username for the portal is just 'jdoe'.
Your password is the same password that you use for your Board email.

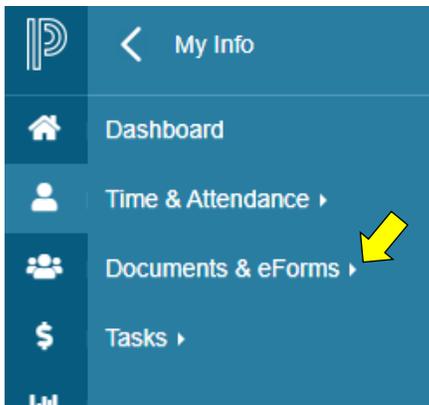
Sign in to your account

Enter your username and password to sign in

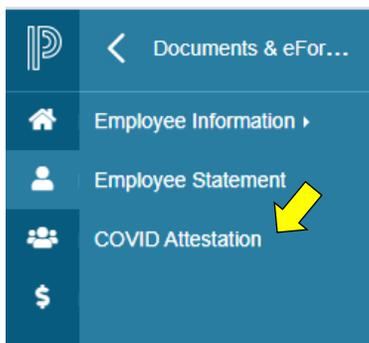
5. You will now be able to click on “My Info”:



6. click on Documents and eForms:



7. Click on COVID Attestation:



8. Select the applicable statement. To upload your vaccination record, medical exemption letter, or certificate of completion for the educational video, click on "Select files" and attach a photo or pdf of your record:

COVID-19 Vaccination Attestation NORTHEASTERN CATHOLIC    

In this attestation, I affirm that all of the information and answers provided herein and any accompanying supporting documentation are complete, true and correct to the best of my knowledge and belief as required by law. I understand that any misrepresentation, falsification, or omission of any material facts may render this attestation void.

Note: "fully vaccinated against COVID-19" means having received all of the doses required for a COVID-19 vaccine(s) approved by the World Health Organization (e.g., two doses of a two-dose vaccine, or one dose of a single-dose vaccine), and having received the final vaccine dose at least 14 days ago.

I affirm that I am fully vaccinated against COVID-19
I have had two doses of a two-dose vaccine, or one dose of a single-dose vaccine and have received the final vaccine dose at least 14 days ago. My vaccination certificate is uploaded with this attestation.

I affirm that I am not fully vaccinated against COVID-19 due to medical reasons
Proof must be provided by either a physician or a nurse practitioner (note: A nurse practitioner is a registered nurse who holds an extended certificate of registration under the Nursing Act, 1991). My medical note is uploaded with this attestation.

I have completed an Educational Session about the benefits of COVID-19 Vaccination
Individuals who do not intend to be vaccinated, without a documented medical reason will be required to participate in an educational session about the benefits of COVID-19 vaccination. My proof of completion is uploaded with this attestation.

Document Upload: 

Drop files here to upload

Documents previously uploaded can be viewed in eDocs, [click here](#) to be redirected.



9. Click "Submit"