

## **Louis Riel School Division Process for Verifying Employee/Visitor COVID-19 Vaccination**

Louis Riel School Division (LRSD) employees and visitors to LRSD facilities will need to be fully vaccinated and show proof of vaccination, or undergoing frequent COVID-19 testing, in order to work in LRSD schools and facilities.

Fully immunized individuals are those who have received:

- both doses (any combination) of an approved two dose COVID-19 vaccine (AstraZeneca, Pfizer, Moderna), or
- a single dose of an approved single dose COVID-19 vaccine (Janssen/Johnson & Johnson) with more than 14 days having passed since the final vaccination was received.

In the event additional requirements are established in order to meet the definition of fully immunized, including additional doses and/or boosters, employees may be expected to provide updated or additional proof to satisfy the requirement.

Acceptable forms of proof will include:

1. the Manitoba Immunization Card physical,
2. the Manitoba Immunization Card digital, or
3. a secure printed provincial immunization record from either public health or the Shared Health online portal that shows immunization dates.

All LRSD facilities will have designated staff who will be responsible for verifying employee/visitor COVID-19 vaccination status. Designated staff will include principals, vice-principals, supervisors, managers, Student Services Teachers for Educational Assistants, and secretaries for visitors.

### **EMPLOYEES:**

#### **PERMANENT/TERM/FACILITY-BASED CASUAL:**

All LRSD permanent, term, and facility-based casual employees will provide the accepted form physical or digital proof of their vaccination status to the designated person which will be:

- proof of full vaccination;
- proof of first dose no later than September 7, 2021;
- proof of second dose no later than October 17, 2021;
- COVID-19 testing results three times a week until they have provided proof they are fully vaccinated.

All LRSD employees are expected to update LRSD should circumstances change concerning their vaccination status.

September 7, 2021



LRSD will use the Manitoba Immunization Card App to scan an employee's digital card, which will confirm the employee's name and immunization status.

LRSD will collect proof of full vaccination, first dose date, second dose date, testing dates and results, on secure divisional electronic systems. After initial entry, vaccination status or testing information will be accessible by the immediate supervisor, which include the employee's school administrator or divisional supervisor/manager, and designated HR personnel.

**SUBSTITUTES (TEACHER/EA/CLERICAL):**

All substitutes will provide the accepted form of physical or digital proof of their full vaccination prior to being assigned to working in LRSD schools/facilities.

Appointments will be scheduled by the LRSD Staff Services Department at which time the substitute will provide the required documentation.

The full vaccination status will be entered into the LRSD Administrative Software System, accessible by designated HR personnel.

**VISITORS:**

All visitors to LRSD schools and facilities are required to provide the accepted form of physical or digital proof of their vaccination status to the designated person.

The full vaccination status will be entered into a secure divisional electronic system which will be accessible by designated personnel at the school/facility.

A visitor is defined as anyone other than:

- a. an LRSD employee assigned to work at the school or facility;
- b. an itinerant LRSD employee whose duties require them to attend the school or facility;
- c. a student enrolled at the school or assigned to take one or more courses at the school (where a course is defined as a curricular offering listed in the Manitoba Subject Table Handbook);
- d. an employee of an organization that leases space from LRSD in the school or facility unless public health orders expressly direct a different standard or timeline be applied to the employees the organization.

September 7, 2021