

**SUBJECT**
**COVID-19 Vaccination Procedures**
**PURPOSE**

The purpose of the COVID-19 Vaccination Procedures is to provide guidance to the College community with regards to the implementation and administration of the COVID-19 Mandatory Vaccination Policy.

College policies articulate the College's position on issues which have college-wide application and are subject to approval by the President and the Senior Management Team. Policies are binding on members of the college community. Procedures may be changed/altereD or otherwise adjusted at the discretion of the College.

Since the beginning of the pandemic, COVID-19 has wreaked havoc on our communities and the entire world. The virus has altered the way we operate our business and how we go about our daily lives. The use and enforcement of safety precautions and measures are essential for the prevention of contracting the virus, reducing the spread of the virus and keeping ourselves as safe as possible.

Vaccination has been recommended as a means of reducing the spread of the virus among communities. In keeping with this purpose, the College, in conjunction with other safety measures, is enacting a mandatory vaccination policy. This procedure outlines the process to provide a reasonable means to protect the college community.

**MANDATORY VACCINATION**

Effective October 1, 2021 all persons attending any Northern College campuses or affiliated offices and designated locations will be required to have received a first dose of an approved vaccine (see [policy](#) for approved vaccine).

Effective November 15, 2021 all persons attending any Northern College campuses or affiliated offices and designated locations will be required to have received a second dose of an approved second dose vaccine (see [policy](#) for approved vaccines).

**RESPONSIBILITY**

- a) Campus Managers will be the holder of this procedure, will monitor the COVID-19 situation at their respective campuses and recommend revisions as necessary. At a minimum, this procedure will be reassessed every six months.
- b) The Vice Presidents of the College will be responsible to oversee the administration of this procedure. This will include ensuring compliance and taking necessary actions or making the necessary revisions. This will include ensuring that complaints arising from this procedure or vaccination policy are addressed

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF
12-16-2021	08-31-2021	08-31-2026			1   11

**SUBJECT**
**COVID-19 Vaccination Procedures**

and, where necessary, investigated accordingly.

- c) Human Resources, with the assistance of a specialist, will assess any exemption requests from employees in accordance with the provisions of this procedure.
- d) Human Resource with the help of Student Services will be responsible to assess any exemption requests from students in accordance with the provisions of this procedure.
- e) All other exemption requests from mandatory vaccination from contractors, visitors and community partners will be forwarded to the appropriate Vice President (VP) for assessment. The VP will then work with the respective department to implement the provisions of this procedure.

**CAMPUS ACTIVE SCREENING**

Active screening at each campus and affiliated offices/designated locations of Northern College will continue until further notice. All individuals will continue to be required to complete screening protocols before entering the campus or affiliated offices/designated locations.

**PROCEDURES**

- A) Staff proof of vaccination submission
- B) Student proof of vaccination submission
- C) Contractor/Visitor/Clients proof of vaccination submission
- D) Staff/Students/Contractors/Visitors having received a first dose only of approved vaccine and Individuals Who Have Been Approved for Exemption
- E) Staff/Student/Contractor/Visitor/Clients completing exemption form
- F) Employment Conditions

**A) Staff Proof of Vaccination Submission**

Staff will need to login to the “employee login” under the [employee portal](#) on the College website using their regular login credentials.

Under the employee menu, a “COVID registry” button has been added. Click this option and complete the requirement by checking the appropriate description box as listed and upload the appropriate documentation received at your vaccination appointment or login to covid19.ontariohealth.ca.

Complete the process by clicking update my status.

You will need to repeat the process for subsequent doses as directed.

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF
12-16-2021	08-31-2021	08-31-2026			2 11

**SUBJECT**
**COVID-19 Vaccination Procedures**
**B) Student Proof of Vaccination Submission**

Students will need to login to the [“MyNorthern login”](#) under the student portal using their regular login credentials. Click this option and complete the requirement by checking the appropriate description box as listed and upload a copy of the document received at your vaccination appointment or login to [covid19.ontariohealth.ca](https://www.covid19.ontariohealth.ca).

Complete the process by clicking update my status.

You will need to repeat the process for subsequent doses as directed.

**C) Contractor/Visitors/Clients Proof of Vaccination Submission**

Contractors/visitors will need to email their proof of vaccination to [CVEXP@Northern.on.ca](mailto:CVEXP@Northern.on.ca) prior to their arrival on campus.

**D) Staff/Student/Contractor/Visitor/Clients With Approved Exemption**

Individuals accessing Northern College campuses or affiliated offices/designated locations having an approved exemption will be subject to rapid antigen testing until fully vaccinated with an approved vaccination. Such testing will be performed on the Monday and Thursday of each week for employees who work 5 days a week. Rapid antigen tests can be received from the East End Family Health Team or campus manager. Part Time employees must test at intervals no greater that 72 hours apart if accessing the campus on an irregular basis. For instance, if the most recent shift was more than 72 hours apart from the next shift, the employee must test before returning to the next shift, regardless of the day they return. Individuals may be provided with rapid testing kits to complete the assessment, and additional charges may apply to individuals requiring these tests. The antigen testing process will be overseen by the East End Family Health Team.

**E) Staff/Student/Contractor/Visitor/Clients Completing Exemption Form**

Northern College will consider exemptions on an individual basis requested from students, employees, clients, contractors and visitors on an individual basis.

Requests for medical, creed/religion exemptions will be considered upon completion and presentation of Northern’s Request for Medical Exemption from COVID-19 Vaccine form or Request for Creed/Religion Exemption from COVID-19 Vaccine form. The form must be completed in full in accordance with the instructions.

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF
12-16-2021	08-31-2021	08-31-2026			3   11

**SUBJECT**
**COVID-19 Vaccination Procedures**

The completed form is to be submitted to Human Resources at [CVEXP@Northern.on.ca](mailto:CVEXP@Northern.on.ca) as indicated on the form. Northern College reserves the right to have the request for exemption on medical or religious/creed grounds reviewed by applicable specialists on a confidential basis and make appropriate inquiries as deemed necessary.

Human Resources will contact staff advising if their exemption form has been accepted or denied.

**F) Employment Conditions**

Employees scheduled to work on campus, but who choose not to be vaccinated, and do not qualify for an exemption based on medical or religious/creed grounds covered by the Ontario Human Rights Code by November 15, 2021, will not be permitted to work on any campus or at any affiliated office/designated location of Northern College and will be placed on a leave of absence without pay.

As of January 4, 2022 the status of non compliant employees will be reassessed on a case by case basis regarding safe return to work or termination.

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF
12-16-2021	08-31-2021	08-31-2026			4   11

## Appendix A:

**Medical Exemption From COVID-19 Vaccination**

As the result of a global pandemic, and to protect the health and safety of our community, Northern College is requiring that individuals be vaccinated against Covid-19 as a condition to access all campuses, residence and any other affiliated offices of the College.

Northern College will consider, on an individual basis, requests for exemptions from students and employees on medical grounds based on the risk of substantive injury and/or disability in accordance with Northern Colleges Fall Term Covid-19 [Vaccination Policy](#). All requests may be reviewed by an independent specialist whose determination will be final.

**PLEASE READ CAREFULLY:**

- Requests for medical exemptions will be considered upon completion and presentation of this form. The form must be submitted to [CVEXP@Northern.on.ca](mailto:CVEXP@Northern.on.ca).
- Notification of receipt will be provided to the student's Dean or the employee's manager.
- A medical exemption may be granted upon receipt of required documentation signed and certified by a licensed medical practitioner.
- The duration of the exemption is at the sole determination of Northern College. Individuals approved for an exemption may request recertification, if required.
- To continue to protect the health and safety of the campus community, at the sole discretion of Northern College, students or employees with an approved exemption to being vaccinated may be accommodated through measures other than being granted access to campus, or other requirements determined by Northern College.
- Individuals with an approved exemption will be notified in writing through their Northern College email, and copied to their manager or Dean regarding the accommodation process.
- Individuals with an unapproved exemption are asked to have a discussion with their Dean or Administrator and to refer to the COVID-19 vaccination policy for further direction.
- Incomplete applications, or applications not completed by a licensed medical professional, will not be reviewed or considered
- Decisions of the College are final and not subject to appeal. Individuals are permitted to reapply if new documentation and/or information becomes available.
- This medical exemption only applies to requests for exemption from Northern College's COVID-19 vaccination policy. If you are seeking academic or workplace accommodations for other purposes, you will be required to make a separate application in accordance with existing procedures. If you have a previously approved accommodation, you must still submit this form if you wish to be considered for a COVID-19 vaccination exemption.

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF
12-16-2021	08-31-2021	08-31-2026			5 11

**MEDICAL EXEMPTION FROM COVID-19 VACCINE — TO BE  
COMPLETED BY A LICENSED MEDICAL PRACTITIONER:**

THE FOLLOWING PROFESSIONALS WHO ARE LICENSED TO PRACTICE MAY COMPLETE THIS FORM:

- Family Physician
- Nurse Practitioner
- Medical Specialist

To protect the health and safety of the Northern College community, Northern College is making an approved COVID-19 vaccination a condition to access all campuses, residences or other affiliated offices during the Fall 2021 Term.

Northern College student or employee (first and last name): \_\_\_\_\_

\_\_\_\_\_ is requesting a medical exemption from being vaccinated against COVID-19.

Please clearly and legibly explain below the medical contraindication that prevents the individual from being vaccinated against COVID-19.

**EXPLANATION**

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ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF
12-16-2021	08-31-2021	08-31-2026			6   11

**CERTIFICATION**

I certify that (Northern College employee/student first and last name) \_\_\_\_\_  
 \_\_\_\_\_ has the above contraindication and support the request for a medical  
 exemption from the COVID-19 vaccine requirement at Northern College.

**MEDICAL PROVIDER INFORMATION**

Name: \_\_\_\_\_

Specialty: \_\_\_\_\_

Licence number: \_\_\_\_\_

Date: \_\_\_\_\_

Name of affiliated health organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date: \_\_\_\_\_

**SIGNATURES**

\_\_\_\_\_  
 Signature of Licensed Health Care Professional

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Northern College Employee/Student

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Email Address of Northern College Employee/Student

To submit a Medical Exemption Form request, please scan and email a copy of the completed application to [CVEXP@Northern.on.ca](mailto:CVEXP@Northern.on.ca)

Personal health information, including attestations and other proofs of vaccination, collected by Northern College will be stored in accordance with Northern College's Freedom of Information and Protection of Privacy Policy.

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF	
12-16-2021	08-31-2021	08-31-2026			7	11

## Appendix B:

**Creed/Religion Exemption From COVID-19 Vaccination**

To protect the health and safety of our community, Northern College is requiring that individuals be vaccinated against Covid-19 as a condition to access all campuses, residence and any other affiliated offices of the College.

Northern College will consider on an individual basis requests for exemptions from students and employees on creed/religion grounds based on beliefs which are contrary to Northern College's Fall Term Covid-19 [Vaccination Policy](#).

**PLEASE READ CAREFULLY:**

- Requests for creed/religion exemptions will be considered upon completion and presentation of this form. The form must be submitted to [CVEXP@Northern.on.ca](mailto:CVEXP@Northern.on.ca)
- Notification of receipt will be provided to the student's Dean and the employee's manager.
- A creed/religion exemption may be granted upon receipt of required documentation signed and certified by a creed/religious leader.
- The duration of the exemption is at the sole determination of Northern College. Individuals approved for an exemption may request recertification, if required.
- To continue to protect the health and safety of the campus community, at the sole discretion of Northern College, students or employees with an approved exemption to being vaccinated may be accommodated through measures other than being granted access to campus, or other requirements determined by Northern College.
- Individuals with an approved exemption will be notified in writing through their Northern College email, and copied to their manager/dean regarding the accommodation process.
- Individuals with an unapproved exemption are asked to have a discussion with their Dean or manager and to refer to the COVID-19 vaccination policy.
- Incomplete applications, or applications not completed by a creed/religious leader, will not be reviewed.
- Decisions of the College are final and not subject to appeal. Individuals are permitted to reapply if new documentation and/or information becomes available.
- This creed/religion exemption only applies to requests for exemption from Northern College's COVID-19 vaccination policy. If you are seeking academic or workplace accommodations for other purposes, you will be required to make a separate application in accordance with existing procedures. If you have a previously approved accommodation, you must still submit this form if you wish to be considered for a COVID-19 vaccination exemption.

ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF
12-16-2021	08-31-2021	08-31-2026			8   11



**APPLICATION: CREED/ RELIGION EXEMPTION FROM COVID-19 VACCINE-  
TO BE COMPLETED BY NORTHERN COLLEGE EMPLOYEE/STUDENT:**

Your completed application should be scanned and emailed to: [CVEXP@Northern.on.ca](mailto:CVEXP@Northern.on.ca)

To protect the health and safety of the Northern College community, Northern College is making an approved COVID-19 vaccination a condition to access all campuses, residences or other affiliated offices during the Fall 2021 Term.

Northern College student or employee (first and last name): \_\_\_\_\_

Northern College student or employee email address: \_\_\_\_\_

**Please confirm that you have read the following statements by checking the corresponding boxes:**

- I authorize Northern College to speak to my creed/religious leader about my case and to request from the leader documentation that confirms my requirement for a creed/religion exemption for the COVID-19 vaccine.
  
- I certify that the information I have provided is accurate and complete as of the date of this submission. I understand that I may be subject to disciplinary action if any of the information I provided in support of this exemption is false or misleading.

**Please explain the basis for your creed/religion exemption request:**

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ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF
12-16-2021	08-31-2021	08-31-2026			9 11

**CREED/ RELIGION EXEMPTION FROM COVID-19 VACCINE-  
TO BE COMPLETED BY A CREED/ RELIGIOUS LEADER:**

To protect the health and safety of the Northern College community, Northern College is making an approved COVID-19 vaccination a condition to access all campuses, residences or other affiliated offices during the Fall 2021 Term.

Northern College student or staff (first and last name): \_\_\_\_\_

\_\_\_\_\_ is requesting a creed/religion exemption from being vaccinated against COVID-19.

**PLEASE PROVIDE BELOW DETAILS ON THE FOLLOWING:**

1. The basis of the applicant's faith/beliefs which are contrary to being vaccinated against COVID-19.
2. How long the applicant has been a member of the creed/religion.
3. How long the applicant attended services and paid any applicable fees.
4. Any other relevant information.

**EXPLANATION**

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ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF
12-16-2021	08-31-2021	08-31-2026			10   11

**CERTIFICATION**

I certify that (Northern College Employee/ Student first and last name) \_\_\_\_\_  
 \_\_\_\_\_ has the above faith/beliefs and I support the request for a  
 creed/religion exemption from the COVID-19 vaccine requirement at Northern College.

**RELIGIOUS LEADER INFORMATION**

Name of Religious Leader and Title: \_\_\_\_\_

Name of Religious Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**SIGNATURES**

\_\_\_\_\_  
 Signature of Religious Leader

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Northern College Employee/ Student

\_\_\_\_\_  
 Date

To submit a Creed/ Religion Exemption Form, please scan and email a copy of the completed application to [CVEXP@Northern.on.ca](mailto:CVEXP@Northern.on.ca)

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ISSUE DATE	SUPERSEDES	MANDATORY REVISION DATE	REFERENCE	SECTION	PAGE OF
12-16-2021	08-31-2021	08-31-2026			11   11