



## **Mandatory COVID-19 Vaccination Policy for Students, Educational Contractors, Vendors and Visitors**

### **1. Policy Statement**

The health and safety of the TLG community is our top priority. Consistent with its duty to provide and maintain a safe workplace, TLG has adopted a mandatory COVID-19 Vaccination Policy for students, educational contractors, vendors, and visitors who will be accessing TLG buildings. This policy is intended to safeguard the health and well-being of all students and their families, our employees, visitors, and others who spend time on our campuses and in our facilities, from COVID-19's infectious conditions, which can be reduced through an effective vaccination program.

### **2. Scope**

2.1. This policy applies to all TLG students. This includes:

- 2.1.1. Regular full-time and part-time students;
- 2.1.2. Temporary students; and
- 2.1.3. Individuals receiving offers of acceptance in any of these categories.

2.2. This policy applies to educational contractors, defined under this policy as an individual contracted to teach a course for TLG but whom is not employed by TLG.

2.3. This policy applies to all TLG vendors and visitors.

2.4. This policy does not apply to employees.

2.5. This policy does not supersede or otherwise limit any current or future requirements by TLG for proof of an individual's receipt of other vaccines or compliance with health and safety requirements. Compliance under this policy may require recurrent vaccinations or boosters on an annual or recurrent basis consistent with public health guidance.

### **3. Policy**

3.1. All individuals covered within the scope of this policy have until September 7, 2021 to provide proof of full COVID-19 vaccination in order to access TLG facilities. Individuals will not be allowed entrance to college buildings until they provide proof of having completed a full COVID-19 vaccination.



- 3.1.1. For the purpose of compliance with this policy, an individual is considered to have completed a COVID-19 vaccination 14 days after the receipt of either a single dose vaccine product or the second shot of a 2-shot vaccine series approved by Health Canada or approved for emergency use by the World Health Organization (i.e., receipt of a second dose in a 2-dose series vaccine such as Pfizer, Moderna or AstraZeneca, or receipt of a single-dose vaccine, such as Janssen (Johnson & Johnson)).
- 3.2. On or before September 7, 2021, all individuals must either (a) enter the date of their completed vaccination by sending the confirmation to covid-19@thelanguagegallery.com or (b) obtain an approved TLG vaccine exemption with specification of any reasonable accommodation if applicable and available.
  - 3.2.1. To establish that they have been fully vaccinated, individuals are required to enter vaccine information accurately and truthfully to covid-19@thelanguagegallery.com in either English or French (or by providing a notarized confirmation of translation).
  - 3.2.2. Any falsification of vaccination records or status may be subject to disciplinary actions, up to and including expulsion (students), voiding of contracts (contractors and service providers) and removal or restriction from campus for official visitors, clients and/or any other attendees. Such individuals may also be at risk of further legal action and/or criminal liability.
  - 3.2.3. If by September 7, 2021 an individual has not completed a full regimen of COVID-19 vaccination, or received a vaccine exemption, the individual will not be permitted to access any TLG premises.
  - 3.2.4. Individuals receiving offers of acceptance will be required to comply with this policy prior to the commencement of their course of study by either providing evidence of a completed vaccination regimen or obtaining vaccine exemption approval. Individuals receiving offers of acceptance from TLG who do not timely comply with this policy will have their offer of acceptance rescinded.

#### **4. Request for Vaccine Exemption and Accommodation**

- 4.1. COVID-19 vaccine exemptions will only be provided on the basis of an underlying medical condition that creates a substantive medical risk due to vaccination, or on the basis of established, personally held beliefs based on an individual's religion/creed or other enumerated grounds set out in the Ontario Human Rights Code. When an accommodation is requested and provided, an accommodation plan will be considered which will determine what alternatives are available for



exemptions based on the grounds enumerated in the Ontario Humans Rights Code.

- 4.2. TLG will consider, on a case-by-case basis, requests from students, educational contractors (as defined under the Scope of this policy), visitors and vendors. To continue to protect the health and safety of the community, TLG retains the sole discretion as to whether and how individuals with an approved exemption can be accommodated through measures other than being granted access to campus and shall exercise its discretion in accordance with Ontario's employment and human rights legislation.
- 4.3. Requests for exemptions will be confidentially considered by a Vaccine Exemption Review Panel upon submission of a completed Medical Exemption, or Religion/Creed Exemption form. TLG reserves the right to have submitted forms reviewed by applicable medical and/or legal specialists. In the case of religion/creed exemptions, TLG reserves the right to make the appropriate inquiries to verify the authenticity of a religion/creed-based claim.
  - 4.3.1. Students or educational contractors making an exemption request must do so in writing, including all required supporting documentation. Documentation should be submitted to called [covid-19@thelanguagegallery.com](mailto:covid-19@thelanguagegallery.com)
  - 4.3.2. After receipt of an individual request for exemption, the Exemption Review Panel will review the documentation submitted and, if the exemption is approved, engage in the collaborative process with the individual to clarify the nature of the request, determine exemption eligibility, and identify potential reasonable accommodations.
- 4.4. Only those individuals with an approved exemption will be considered for an accommodation to the point of undue hardship as defined by the Ontario Human Rights Code. This may not be possible in some cases.
- 4.5. For individuals with an approved exemption, if an accommodation is possible, on-campus participation is not guaranteed and is dependent on, among other things, the overall status of the pandemic, current public health guidance, the rate of vaccination efficacy, and either the student's academic program or the educational contractor's role and responsibilities.

## **5. Vendors and Visitors**

- 5.1. Until further notice, TLG buildings will remain closed to casual/drop-in visitors and/or any other attendees except for individuals on approved TLG business.



- 5.2. Visitors or members of the community who choose not to be fully vaccinated will not be permitted to enter TLG buildings at campus locations.
- 5.3. Vendors must confirm that all their employees entering TLG buildings are fully vaccinated. Vendors not fully vaccinated will not be permitted entrance. Sending an employee who is not fully vaccinated to TLG may be deemed a material breach of the agreement and cause for TLG to terminate the contract with that vendor.

## **6. Privacy**

- 6.1. An individual's vaccination status is sensitive personal health information. Any collection, use, or disclosure of such information will be done in accordance with applicable privacy laws.
- 6.2. Appropriate safeguards will be put in place to ensure the information is stored securely and only held for as long as the state of emergency is declared in response to the COVID-19 pandemic.

## **7. Duration**

- 7.1. This COVID-19 Vaccination policy has been implemented due to the provincial state of emergency declared in response to the COVID-19 pandemic, public health recommendations, and current COVID-19 transmission rates and vaccination levels. It will endure until such time as the provincial state of emergency is declared to have ended or until otherwise instructed by public health authorities.
- 7.2. It is important to note that public health requirements may change and TLG will update to this policy on a regular basis to reflect the current risk levels and public health guidance.

## **8. Questions**

- 8.1 Any questions regarding this policy should be directed to covid-19@thelanguagegallery.com

Last Updated: September 2, 2021