



**Title: Procedure on Events and Visitors on Campus (For Covid-19 Vaccination Policy)**

**A. General**

1.00 In these Procedures, reference to “the Policy” shall mean the COVID-19 Vaccination Policy.

2.00 These Procedures apply to

- (i) Campus Events;
- (ii) off-Campus events sponsored by King's; and
- (iii) Visitors who wish to attend on Campus.

3.00 For the duration of the Policy, King's intends to observe some restrictions regarding on Campus Events, off-campus events and Visitors attending on Campus in order to keep the campus safe for students, employees and Visitors. King's values the contributions that Visitors bring to our academic community and anticipates that in-person events and conferences will remain limited in the fall term, consistent with provincial and local health unit guidelines. Special events and non-essential visits on Campus should only be planned if they benefit King's and its members through teaching, research and scholarship; or enrich the student experience through co-curricular learning or organized athletics. External events with Visitors will only be permitted if they meet the stringent requirements under the Policy and can be held separate from King's students and employee population.

**B. Definitions**

1.00 In addition to defined words in the Policy, the following definitions shall apply to these procedures:

- (i) **“Campus Buildings”** mean all King's owned and operated or leased and operated indoor spaces, including but not limited to offices, student residences, classrooms, labs, study spaces, libraries, recreational facilities, dining halls, campus eateries, building entrances, loading docks, and vehicles.
- (ii) **“Campus Events”** mean as any gathering on Campus, other than classes, including conferences, performances, campus tours, exhibitions, case competitions, athletic tournaments, protests and religious services.
- (iii) **“High-Risk Interactions”** mean those activities prescribed by King's to be high-risk because physical distancing cannot be maintained, there is prolonged indoor exposure to students, staff or faculty (i.e. frequently in the presence of others), and/or mask wearing may not always be practicable due to the nature and duration of the activity. High-risk interactions are not limited to those identified in these procedures.



### C. Procedures for Events

- 1.00 All Campus Events initiated by students or employees must adhere to [Ontario COVID-19 public health measures and advice](#) and must adhere to the protocols put in place by King's and be approved by the King's Executive Team (KET).
- 2.00 Considerations and restrictions for Campus Events will be based on Health Unit and Provincial requirements as well as King's University College Health and Safety Measures, which remain fluid given the evolving circumstances and risks associated with the pandemic. These measures are designed to help students, staff and faculty plan for on Campus events but does not imply permission to proceed.
- 3.00 These procedures apply regardless of whether the Campus Event occurs indoors or outdoors.
- 4.00 Off-campus events that are sponsored and approved by King's may be subject to the same restrictions as those that are on Campus. The organizer of the off-campus event shall ensure compliance with COVID restrictions during the off-campus event.

### D. Procedures for Visitors on Campus

- 1.00 Any Visitor who will have High-Risk Interactions with community members inside Campus Buildings is required to complete all requirements outlined in these Procedures.
- 2.00 Every Visitor who accesses Campus Buildings and may have High-Risk Interactions with other persons while indoors will be classified as **RED**. These Visitors will be required to:
  - (i) complete a daily symptom check (i.e. personal health attestation) through the Government of Ontario's COVID-19 self-assessment at <https://covid-19.ontario.ca/self-assessment/>;
  - (ii) provide proof of vaccination or proof of medical exemption to the person inviting them.
  - (iii) comply with the King's safety measures, and
  - (iv) comply with provincial, local and King's health and safety protocols.
- 3.00 Visitors who have been invited inside Campus Buildings to provide services to King's or one of its community member, and will not have High-Risk Interactions with other persons will be classified as **YELLOW**. These Visitors will be required to:
  - (i) complete a daily symptom check (i.e. personal health attestation) through the Government of Ontario's COVID-19 self-assessment at <https://covid-19.ontario.ca/self-assessment/>;
  - (ii) agree to and comply with the King's safety measures, and
  - (iii) comply with provincial, local and University health and safety protocols.

- 4.00 Visitors performing work that involves entering building for 15 minutes or less are not required to provide proof of vaccination. These visitors will be classified as **GREY**. Visitors classified as **GREY** must comply with provincial, local, and University health and safety protocols, and wear a mask at all times while on Campus. Some examples of this include food deliveries, Purolator deliveries, operating supply deliveries, or Canada Post deliveries.
- 5.00 Visitors classified as **RED** who have recurring visits on Campus over a consecutive period of time (i.e. more than 3 days) are required to show proof of vaccination to the person inviting them to campus **on their first day of arrival** at the building access point to the location they are visiting.
- 6.00 Visitors classified as **RED** who require indoor access to Campus Buildings for a brief one-time visit (i.e. varsity game spectator) are required to show proof of vaccination to the person inviting them **upon every visit on Campus** at the building access point to the location where they are visiting.
- 7.00 All Visitors classified as **RED** or **YELLOW** shall complete daily symptom checks within 30 minutes of arriving on Campus. Results of these daily symptom checks must be made available for review either prior to entering a campus building or immediately upon request. Only those Visitors without symptoms are permitted to be on Campus.
- 8.00 All contractors/vendors and their subcontractors who have employees classified in the **RED** category shall obtain Proof of Vaccination from such employees or otherwise determine their employees' eligibility for a medical exemption. All contractors/vendors shall confirm to King's, as may be required by King's, that all of their employees in the **RED** category (and those of their subcontractor(s)) have (i) provided Proof of Vaccination or (ii) have been accommodated and that they have complied and will comply with the testing requirement found in F. 4.00 or 5.00, as applicable.
- 9.00 All employees of contractors/vendors/subcontractors classified in the **RED** or **YELLOW** category must ensure complete a daily symptom check. Their employer shall confirm compliance on behalf of all such employees to King's.
- 10.00 A Visitor who is unable to provide Proof of Vaccination, proof of accommodation and/or complete the daily symptom check (as applicable) in advance of arriving will not be allowed on Campus. An email may be sent to the Director of Physical Plant for guidance.

#### **F. Exemptions to the Visitor Procedure**

- 1.00 Visitors intending to access Campus Buildings and engage in High-Risk Interactions who do not provide proof that they are fully vaccinated will not be permitted to access Campus Buildings unless they have otherwise received an accommodation based on medical or creed/religious grounds protected under the Ontario *Human Rights Code*.

- 2.00 If an individual visiting King's is not eligible for vaccination due to their age, the individual shall complete a daily symptom check (i.e. personal health attestation) through the Government of Ontario's COVID-19 self-assessment at <https://covid-19.ontario.ca/self-assessment/> no later than 30 minutes of arriving on Campus.
- 3.00 Visitors who cannot receive the vaccine due to a medical exemption will be permitted on Campus on provision of a written document, completed and supplied by a physician or registered nurse, that sets out (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason. Visitors with a medical exemption are required to show a doctor's note.
- 4.00 If the Visitor is employed by a contractor/vendor/subcontractor to King's, the Visitor shall make the request for accommodation directly to their employer. The contractor/vendor/subcontractor shall then determine such request for accommodation and verify to King's that the Visitor has received an appropriate accommodation under the Ontario *Human Rights Code* and has and will comply with the testing requirements of sections 4.00 or 5.00 as applicable.
- 5.00 Visitors who are granted an accommodation and who intend to stay on Campus less than 72 hours, must receive a negative rapid COVID-19 antigen test result, at the Visitor's expense, no more than 24 hours before being on Campus and complete a daily symptom check.
- 6.00 Visitors who are granted a medical exemption and who intend to stay in excess of 72 hours are required to receive ongoing rapid antigen testing, at the Visitor's expense, separated by at least 72 hours. These Visitors must complete a daily symptom check and provide proof of two negative COVID-19 rapid antigen tests per seven-day period.
- 7.00 Department chairs, centre and institute directors and senior administrators can also request exceptions for Visitors to come to campus for non-academic or other purposes that are critical to King's mission. The KET will review these requests and consult with Human Resources to determine whether they should be approved.
- 8.00 Patients receiving clinical care or clients of legal clinics at Western do not have to show proof of vaccination in order to receive services from these clinics. An exemption is afforded based on the ethical principle of equal access to health care or legal aid without prejudice. Provided however that such individuals shall submit to COVID-19 symptom screening when attending outpatient facilities and on-campus clinics (i.e. Schulich Dentistry Clinics, Fowler Kennedy Sport Medicine Clinic, Family Practice Clinic, Community Legal Services, etc.). All screening must be done at time of arrival and be recorded.
- 9.00 Some exemptions to these procedures will apply in emergency situations. King's considers an emergency to be an urgent and/or critical situation, temporary in nature, which threatens or causes harm to people, the environment, property or disrupts critical operations. Examples include: responding to power outages, freezer alarms, animal welfare concerns, repairs to major



equipment that will lead to significant loss if not made immediately, medical emergency, etc. In an emergency, the service provider responding to the emergency must complete a verbal symptom check (i.e., personal health attestation) in the presence of a member of King's emergency response team who is meeting the visitor on-site, or done over the phone with the dispatcher calling the visitor to campus. King's staff member must keep the health attestation on record, to allow for contract tracing in the event of a positive COVID-19 case.

**G. Resources**

- 1.00 Provincial and local health regulations continuously evolve in response to the pandemic. Visit King's website for the latest updates.

**H. Examples of Types of Visitors**

- 1.00 The following table indicates examples of certain classes of Visitors and how they are generally assessed by King's.

Category of Visitor	Requires Indoor Access?	High-Risk Interaction?
Contractor (i.e. Construction, FM Contracted Services)	Yes	Yes
Contracted Security	Yes	Yes
User of Restricted Library Services (i.e. borrowing collections, attending a community program, using a computer for internet or printing)	Yes	No
Visiting Scholar/Researcher	Yes	Situational
Visiting Athlete	Yes	Yes
Visiting Alumni	Yes	No
Live Activation/Promotional Vendor	Yes	Yes
Live Entertainer/Performer	Yes	Situational
Convocation Attendee	Yes	No
Academic Conference Attendee	Yes	Situational
Campus Tour Group Attendee	Situational	No
User of Canadian Centre for Activity and Aging	Yes	Situational
User of Athletic Facilities/WSRC	Yes	Yes
Varsity Game Spectators	Situational	Situational
New Horizons Band Member	Yes	Yes
Student Intern	Yes	Situational
Access Van Drivers	No	Situational
Inspector/Bylaw Enforcement Officer (i.e. TSSA)	Situational	Situational
Patient Receiving Clinical Care or Accessing Legal Aid Clinic	Yes	Yes
Emergency Service Personnel	Yes	Yes
Recruitment Candidate	Yes	Yes
McIntosh Gallery Attendee	Yes	Yes



On Call Contractor (i.e. elevator mechanic)	Yes	No
User of No Contact Pickups at Libraries	No	No
Taxi/Ride Share Driver	No	No
Meal Delivery Driver	No	No
Transport Truck Driver (i.e. food, parcels, supplies)	Yes	No
On Call Contractor (i.e. waste management, snow plow service providers)	No	No