

# COVID-19 Vaccination Self-Declaration and Testing Instructions for Employees

## Introduction

The Government of Saskatchewan is implementing a COVID-19 proof of vaccination or negative test policy for its employees effective October 1, 2021 as outlined in the new [PS 820-COVID-19 Vaccination and Testing Policy](#).

## Privacy Statement

Personal health information collected through the COVID-19 Vaccination Self-Declaration process will only be used for reporting purposes by government employees who are responsible to collect and use this information.

The confidentiality and privacy of employees' personal health information will be respected and protected at all times in accordance with [The Health Information Protection Act](#). Vaccination verification information will not be saved or stored.

## Steps

Follow these steps to self-declare your COVID-19 vaccination status or submit COVID-19 testing results, if applicable.

## Step 1: Proof of Vaccination and Verification

Employees are considered fully vaccinated if they have received the recommended number of doses of a COVID-19 vaccine, or combination of COVID-19 vaccines, approved by Health Canada; and 14 or more days have passed since the last of the recommended number of doses.

Employees can self-declare their COVID-19 vaccination status in [PSC Client](#) beginning October 1, 2021. Verification of proof of vaccination should be completed by mid-November 2021.

### Self-declare vaccination status in PSC Client

- ✓ Employees who are fully vaccinated can self-declare their vaccination status in the *COVID-19 Vaccination* page in [PSC Client](#) beginning October 1, 2021.
- ✓ Refer to the [COVID Vaccination Declaration User Guide](#) for instructions on how to self-declare in PSC Client.

### Provide visual verification to manager/supervisor

- ✓ Manager/supervisor will request visual verification of proof of COVID-19 vaccination from employee.

- ✓ Visual verification can be done in-person, on Teams or FaceTime, visually or screen share.
- ✓ Acceptable proof of a vaccination includes (see visual examples at the end of the document):
  - Record from MySaskHealthRecord
  - Wallet vaccination card (received at time of immunization)
  - QR code on mobile device. Refer to [Saskatchewan.ca](https://www.saskatchewan.ca) for more information.
  - Printed QR Code
- ✓ Managers will verify employee vaccination record in PSC Client and will keep employee information confidential.
- ✓ Managers will not keep a copy of the verification.
- ✓ Verifications can be done at any time but must be completed by mid-November 2021 and on an ongoing basis for new or newly vaccinated employees.

## Step 2: Testing – Updated October 7, 2021

Employees who are not fully vaccinated, or choose not to disclose their vaccination status, will be required to do testing every seven (7) days beginning the week of Oct. 18-24.

- Employees who cannot be vaccinated due to a medical accommodation must go through the Be At Work medical accommodation process. Employees can contact their manager for guidance.

### Conversation with your manager/supervisor – Week of Oct 12-18 - New

- ✓ Managers will meet with employees who have not self-declared they are fully vaccinated the week of October 12.
- ✓ Managers will ask employee if they are fully vaccinated, but have not self-declared in PSC Client.
  - If that's the case, manager will ask employee to complete their self-declaration and provide a deadline. Refer to *Step 1: Proof of Vaccination and Verification* above for more information.
- ✓ If the employee is pursuing vaccination, but is not fully vaccinated yet, the manager will assess the employee's vaccination schedule to determine the timeline when they will be fully vaccinated and if testing is required in the interim.
  - If the employee has one vaccination and will receive their second shot by Oct. 31, that employee will not be required to complete testing.
  - In this case, the manager must visually verify proof that the employee has completed one COVID-19 vaccination and has (or is eligible to receive) their second vaccination by Oct. 31 (employee must have had their first shot by Oct. 3).
- ✓ If the employee is choosing weekly testing on an ongoing basis. Refer to *Verification of Test* below.

### Verification of Negative Test - first tests need to be submitted the week of Oct. 18-24 - New

- ✓ Manager will work with the employee to determine testing schedule.
- ✓ Employee will provide proof of a negative test to their manager on the requested dates.

- ✓ Employees who require testing must arrange for the test during non-work hours and any costs associated with arranging for and taking a COVID-19 test are to be paid by the employee.
- ✓ Proof of a negative test is required at least every seven (7) days. For our purposes, a negative COVID-19 test is good for seven days from the date of the test.
- ✓ Employee tests must be completed by a Lab offering testing. The Saskatchewan Health Authority will not provide testing for individuals who are not experiencing any COVID-19 symptoms. At home, self-testing will not be accepted.
  - Employees can book a COVID-19 test with any of the approved testing sites listed on [Saskatchewan.ca](https://www.saskatchewan.ca). Refer to the [What to Expect with COVID-19 Testing Guide](#) for more information on how to book a test.
- ✓ Employees must produce proof of negative test, either an image, electronic or printed copy. If you are not physically present with your manager, visual verification can also be done through video conference (Teams or FaceTime) visually or screen share. Refer to the [What to Expect with COVID-19 Testing Guide](#) to see an example of the certificates sent from a testing service provider.
- ✓ Employee information must be kept confidential. Managers will not save or store these employee medical records.
- ✓ An employee is not required to provide a negative COVID-19 test result if on vacation, employment leave or a leave granted by the employer. The employee is expected to resume their schedule of COVID-19 tests their first day back to work duties.
- ✓ Managers will advise employees of their requirements and that failure to comply may result in discipline.

## Taskroom Resources

- [COVID-19 Information](#)
- [Questions and Answers](#)
- [COVID Vaccination Declaration User Guide](#)
- [EFAP and Mental Health Supports](#)

## Testing Resources

- [Saskatchewan.ca](https://www.saskatchewan.ca)
- [What to Expect with COVID-19 Testing Guide](#)
- [Haztech](#)
- [Nobel HHSE](#)
- [Quantum Genetix](#)

