

# COVID-19 Vaccination Self-Declaration and Testing Checklist for Managers

## Introduction

The Government of Saskatchewan is implementing a COVID-19 proof of vaccination or negative test 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 verify COVID-19 vaccination status and verify COVID-19 testing results.

### 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.

#### Employees self-declare their vaccination status in PSC Client

- ✓ Employees who are fully vaccinated can begin self-declaring 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 verify an employee's self-declaration status in PSC Client.

#### Request visual verification of proof of vaccination from employee

- ✓ Visual verification can be done in-person, on Teams or FaceTime, visually or screen share. If you receive verification by email, text or hardcopy, verify the information and immediately delete/destroy the personal medical information.
- ✓ 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 (managers can download the [SK Vax Verifier app](#) to scan the QR code)
- Printed QR Code
- ✓ Keep employee information confidential.
- ✓ Do not keep a copy of the verification information.

**Complete the verification process in PSC Client.**

- ✓ Verify each employees' self-declaration in *My Manager Profile* in [PSC Client](#).
- ✓ Enter the *Manager Confirmation Date* in PSC Client. Refer to the [COVID Vaccination Declaration User Guide](#).
- ✓ Verify the vaccination status of direct reports 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 COVID-19 vaccination status will be required to do COVID-19 testing every seven (7) days beginning the week of Oct.18-24.

- Employees who require testing must arrange for the test during non-work hours.
- 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.
- A test is valid for seven days from the date of testing.
- An employee is not required to provide a negative COVID-19 test result if the employee is on vacation, an employment leave or a leave granted by the employer.
- Employees who cannot be vaccinated due to a medical accommodation must go through the Be At Work medical accommodation process. Contact your HR Business Partner for guidance.

**1. Review Employee Status – Oct 12 - New**

- ✓ Review the vaccination status of your direct reports in *My Manager Profile* in [PSC Client](#) on or around October 12.
- ✓ Employees who have 'Yes' in their Vaccine Status column do not require testing.
- ✓ The manager will need to make note of all employees who do not have 'Yes' in their Vaccine Status column to have a conversation.
- ✓ Managers can also access a report for their direct reports to know who has self declared as fully vaccinated. Refer to the [COVID Vaccination Declaration User Guide](#).

**2. Conversation with your employees – Week of Oct 12-18 - New**

- ✓ Have a conversation with each employee who has not self-declared they are fully-vaccinated.

If they are fully vaccinated, but have not self-declared in PSC Client:

- a) ask employee to complete their self-declaration and provide a deadline. Refer to *Step 1: Proof of Vaccination and Verification* to complete the process.
- ✓ If they are pursuing vaccination, but are not fully vaccinated yet:
- a) 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).
    - Manager will need to follow-up with employee to confirm second dose by Oct. 31.
  - b) If the employee will not have two vaccinations by Oct. 31, short-term testing will be required.
    - Assign the date the employee is required to provide their first test (e.g., Oct. 18-24), and any subsequent weekly tests.
- ✓ If they are not pursuing vaccination, the employee is choosing weekly testing on an ongoing basis:
- a) Work with the employee to determine testing schedule.
    - To help balance testing demand and manager time, managers can determine the timing of employee testing requirements.
    - Testing is not necessarily required before 'first' day of work, for example, a Mon to Fri 8-5 office worker might have to produce their negative test on Wednesday every week (rather than everyone on Monday morning).
    - The first tests will need to be submitted the week of Oct. 18-24.
  - b) Managers will advise employees of their requirements and that failure to comply may result in discipline.

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

- ✓ Employee tests must be completed by a lab offering testing. The SHA will not provide testing for individuals who are not experiencing any COVID-19 symptoms. At home, self-testing will not be accepted.
  - a) The list of labs offering testing is available on [Saskatchewan.ca](https://www.saskatchewan.ca). Employees can book a COVID-19 test with any of the approved testing sites. Refer to [What to Expect with COVID-19 Testing Guide](#) for more information on testing.
- ✓ Employees must produce proof of negative test, either an image, electronic or printed copy.
  - a) If you are not physically present with your employee, 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.
- ✓ Managers will use the COVID-19 Testing Verification spreadsheet to record that the employee's negative results have been visually verified.
  - a) Managers must password protect the spreadsheet and save it in a secure location, not accessible to others.
  - b) Employee information must be kept confidential.
  - c) Managers will not save or store these employee medical records.

## Taskroom Resources

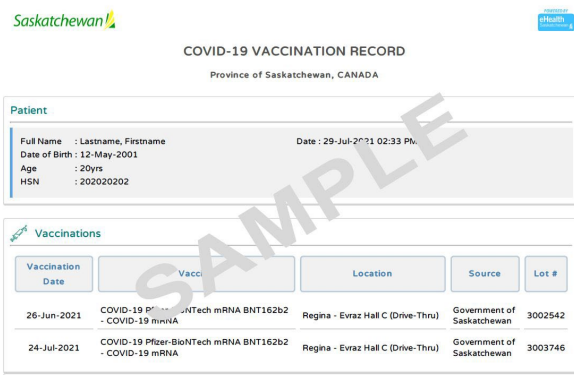
- [COVID-19 Information](#)
- [Questions and Answers](#)
- [EFAP and Mental Health Supports](#)

## Testing Resources

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

## Accepted Proof of Vaccination Verification

### MySaskHealthRecord vaccination record



The screenshot shows the 'COVID-19 VACCINATION RECORD' page for a patient in Saskatchewan, Canada. It includes a patient information section and a table of vaccinations.

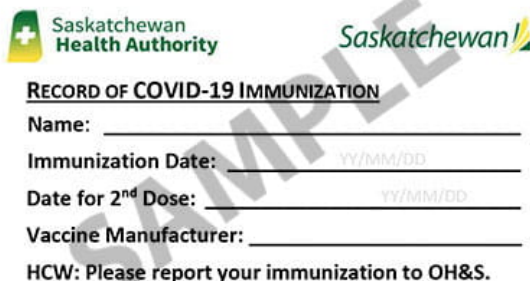
**Patient Information:**

- Full Name: Lastname, Firstname
- Date of Birth: 12-May-2001
- Age: 20yrs
- HSN: 202020202
- Date: 29-Jul-2021 02:33 PM

**Vaccinations Table:**

Vaccination Date	Vaccine	Location	Source	Lot #
26-Jun-2021	COVID-19 Pfizer-BioNTech mRNA BNT162b2 - COVID-19 mRNA	Regina - Evraz Hall C (Drive-Thru)	Government of Saskatchewan	3002542
24-Jul-2021	COVID-19 Pfizer-BioNTech mRNA BNT162b2 - COVID-19 mRNA	Regina - Evraz Hall C (Drive-Thru)	Government of Saskatchewan	3003746

### Wallet card issued at time of vaccination



The wallet card is titled 'RECORD OF COVID-19 IMMUNIZATION' and includes fields for Name, Immunization Date, Date for 2nd Dose, and Vaccine Manufacturer. It also includes a note for healthcare workers (HCW) to report immunization to OH&S.

**RECORD OF COVID-19 IMMUNIZATION**

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

Immunization Date: \_\_\_\_\_ YY/MM/DD

Date for 2<sup>nd</sup> Dose: \_\_\_\_\_ YY/MM/DD

Vaccine Manufacturer: \_\_\_\_\_

HCW: Please report your immunization to OH&S.

## QR code

COVID-19 Proof of Vaccination / Preuve de vaccination contre la COVID-19

Health Services Centre / Centre de services de santé  
Saskatchewan / Saskatchewan  
Country of residence / Pays d'origine  
Canada

Patient Name : \_\_\_\_\_  
Date of Birth on : \_\_\_\_\_

Scan to verify



Vaccines administered

Date : 3 MAR / MARS 2021  
Vaccine : mRNA BNT162b2 - COVID-19 mRNA  
Lot Number : 6686

Date : 19 FEB / FÉV 2021  
Vaccine : COVID-19 ChAdOx1-S - COVID-19 ChAdOx1-S (recombinant)  
Lot Number : CB191

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