

WYCLIFFE COLLEGE COVID-19 VACCINATION POLICY

Introduction

Wycliffe College is committed to health and safety programs which protect its faculty, staff, students, residents, volunteers, visitors, contractors, the public, and its property from harmful incidents occurring on our site.

COVID-19 is a highly contagious and dangerous disease. Contact with the virus that causes COVID-19 may result in significant illness or death. While the College cannot eliminate all risks associated with the spread of the virus causing COVID-19, measures such as mandatory vaccinations as well as other means, like mask wearing and physical distancing, will be used at the College to reduce risk of transmission and infection. In this way, Wycliffe College will uphold its commitment to the well being of our community and will continue to undertake reasonable steps to lessen the risk of transmission of COVID-19 on Wycliffe College premises and field placement sites.

Further to a Wycliffe College Board of Trustees Motion on August 19th, 2021, which mandates the full vaccination of all eligible members of the Wycliffe College community wishing to access Wycliffe property, and in accordance with the Ontario Office of the Chief Officer of Health's instructions to post-secondary Institutions, as well as in compliance with legal amendments made to [O.Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step](#) on August 31, 2021, the following outlines Wycliffe College's policy on COVID-19 Vaccinations.

Scope:

This policy applies to all Community Members who wish physically to attend in person the Wycliffe College buildings or its campus on 5 Hoskin Ave or 20 Queen's Park Crescent West or field placement sites for instructional purposes (e.g. churches).

For the purposes of this policy, Community Members are defined as: employees (faculty and staff), students, residents, contractors, volunteers, and visitors (which may include organizations who rent Wycliffe spaces from time to time).

This policy will be subject to change in accordance with federal, provincial, and UofT guidelines, as well as local public health guidelines, and by special motions of the Wycliffe College Board of Trustees, as required.

PROCEDURES

Mandatory Vaccination

Wycliffe College is a federated member of the University of Toronto (UofT) and a founding member of the Toronto School of Theology (TST) via a memorandum of agreement between the TST and the UofT. In this way, Wycliffe College students are considered UofT students also, with some limited exceptions (e.g. certificate programs, auditors).

The UofT will require that all persons wishing to be present on campus in the fall term must be vaccinated against COVID-19. All Members of the UofT community are required to declare their vaccination status on the UofT screening application called UCheck. Those who respond that they are not fully vaccinated, or who “prefer not to answer”, will need to participate in the UofT’s rapid screening program.

Wycliffe College will follow the UofT policy with the following differences:

- Wycliffe will require proof of full vaccination against COVID-19 (with a vaccine approved by Health Canada or the World Health Organization) prior to any Community Member accessing a Wycliffe facility or field education placement.
- Exemptions from the requirement to show proof of vaccination will be limited to those who have legitimate medical or other reasons under the Ontario Human Rights Code. The College requires all submissions of exemption requests to access Wycliffe facilities or student placement sites without vaccination on, or before, October 18th, 2021. In the case where a student’s request for exemption is not granted by Wycliffe College, all online courses remain available to them.
- For anyone whose exemption request is granted, the College reserves the right to determine the applicable accommodation plan which may include work or study on-line and/or a frequent rapid testing program. These decisions may be made in consultation with legal counsel.

Disclosure of Proof of Vaccination

Community Members are required to provide proof of full vaccination status prior to entering Wycliffe premises or field placement sites.

All Members will be required to present a printed copy of their vaccination status as generated by the Ontario Ministry of Health, or equivalent, for Members vaccinated outside of Ontario. Vaccination must be in the form of vaccines approved by Health Canada and/or the World Health Organization.

The Member's printed copy will be held by the College for a term of up to 2 years, in a secure location for future reference, and all records will be destroyed at the end of said term. Digital proof of vaccination (declaration via UCheck notwithstanding) will be not be accepted by the College.

While attestations of vaccination status may be acceptable to the UofT via Ucheck up to October 29th, 2021, access to the Wycliffe College building or field placement sites will not be granted to any Community Member until full vaccination status is presented and confirmed by a designated Wycliffe Officer.

International students will continue to have all the necessary information on vaccination requirements prior to their arrival in Canada, in accordance with Wycliffe College's and the UofT's Public Health Institutional Readiness Plan(s) for International Students in Ontario.

<https://www.viceprovoststudents.utoronto.ca/covid-19/#international>

Exemptions to Full Vaccination Against COVID-19

Members may present Wycliffe College with written proof of a medical reason why they ought to be exempt from vaccination and this must be provided by a physician. The written proof must set out:

- The medical reason for not being fully vaccinated against COVID-19 and;
- The effective time-period for the medical reason

The College reserves the right to review and make reasonable accommodation to the Member. Should an exemption be granted by the College, the Member will be subject to regular rapid antigen testing at least once per week, over and above any other accommodations made. These may include the restriction of the Member's access to Wycliffe or placement sites during certain times, for example.

For students, appeals for exemptions are to be directed to the Registrar's Office. For all other Members, appeals for exemptions are to be directed to the Executive Director's Office.

People who are fully vaccinated, partially vaccinated, unvaccinated, or who are exempt from vaccination will still have access to all available online classes offered by Wycliffe College.

Rapid Antigen Testing

If accommodation to a Member is granted by Wycliffe College, then the following might apply. Rapid Antigen Testing will be used as an additional screening tool, but only for Members who have been granted exemptions from vaccination by the College.

For optimal use, Members who are required to undergo rapid antigen testing and who have a UtorID (a UtorID is a permanent U of T credential that is issued to U of T degree students, faculty Members, and staff Members in order to access campus-wide services and resources), can order home kits from the UofT and will be required to take the test prior to coming into College premises or field education placement sites. Further information on accessing and using rapid antigen test kits can be accessed here:

<https://www.utoronto.ca/utogether/rapid-screening>

Students who are not fully vaccinated by October 18th, and who wish to attend classes or field education placement sites, must present the result of their Rapid Antigen Testing to their professor or site supervisor prior to entering each class. A picture of the result, shown to the professor or site supervisor prior to instruction, is the preferred method of doing so.

For Members *with* UtorIDs but who are not fully vaccinated by October 18th, and who intend on accessing Wycliffe facilities, photos of Rapid Antigen Test results are to be emailed in advance to their Supervisor.

For Students and other Members with UtorIDs, free Rapid Antigen Test kits can be acquired on St. George Campus at 255 McCaul St.

For other Members *without* UtorIDs (e.g. Contractors), it will be incumbent on the Member to acquire testing kits and show proof of a negative test prior to entering Wycliffe premises or field education placement sites. Rapid Antigen Test results will be required to be shown to the front desk supervisor upon entry, over and above the WYCcheck form submission (see below).

All professors, site supervisors and employee supervisors must email the anonymized information regarding Rapid Antigen Testing weekly to: karen.baker@wycliffe.utoronto.ca for data reporting purposes to the Ministry of Colleges and Universities.

Documentation Collection and Reporting

Wycliffe College is required by the Ministry of Colleges and Universities (MCU) to make regular reports, in aggregated anonymized data sets, of the number of Members vaccinated, number exempt, and number rapidly tested. Wycliffe College will follow MCU guidelines and directives, as well as other public health guidelines as they evolve.

Wycliffe College will prepare reports regularly through its COVID Response Team as required by the Province.

Hand Hygiene

Good hand washing hygiene will be promoted via signs and notices posted throughout the College premises, as well as during employee team meetings and health and safety reminders at the beginning of fall classes to all students attending in-person. Following is Wycliffe's guideline on good hand washing hygiene:

- Use warm water to wet hands;
- Apply lotion soap;
- Work up a good lather and rub hands palm to palm and in between and around fingers;
- Apply with vigorous contact on all surfaces of the hands (back of hands, fingertips, and each thumb);
- Wash hands for at least 20 seconds;
- Rinse thoroughly under running water and avoid splashing;
- Keep hands down so that runoff will go into the sink and not down the arm;
- Dry hands well with paper towels and use the paper towels to turn off the faucet; and
- Discard the paper towels into the appropriate container.

Daily Screening

COVID-19 health screening via a self-assessment is a requirement for anyone coming to campus or a field education site.

Self-assessment is required every day for any Member who intends to access Wycliffe facilities or field education sites.

*Students enrolled in conjoint programs are both Members of the Wycliffe community and the UofT Student body. These students will be required to declare their vaccination status via UCheck also. Non-conjoint students are those registered in non program, certificate streams whose diplomas are not granted conjointly with the UofT and are not considered UofT students. These students will not have access to UCheck and will be required to use WYCcheck.

There are two primary ways that Members can complete their required self-assessment and generate a risk status: by using the UofT's UCheck, or by using Wycliffe College's online form, WYCcheck.

For the majority of students and for some other Members, UCheck is the easiest and most secure way to complete the required self-assessment and generate a COVID-19 risk status prior to coming to campus. Your risk status (e.g., "red" or "green") is securely shared with the UofT, but individual responses to the UCheck self-assessment questionnaire are anonymized.

For students to access Wycliffe College, field placement sites, and all other UofT buildings, UCheck must be used. More details on how to use UCheck, including how the UofT is keeping this data private, are available at <https://utoronto.ca/utogether/ucheck>.

At present, Wycliffe College does not have access to UCheck self-assessment data. Because of this, in order to access Wycliffe College and field placement sites, **all** Members must also use WYCcheck.

For Members unable to access UCheck as well as for all students attending classes at Wycliffe College, an automated push email will be generated daily for Members. The email will feature a WYCcheck link by which Members must declare their state of health before entering the College or field placement sites. This data will also be anonymized.

For Members unable to access UCheck and who wish to access other UofT buildings, some Members may download a fillable pdf UCheck form and present a completed, signed, and printed copy to the front desk or security officer at the UofT building (e.g. Graham Library). If accessing the Graham Library, such Members will be required to present their TCard. The paper form can be downloaded here:

For students: https://www.utoronto.ca/sites/default/files/Student_Paper_Self-Assessment_fillable.pdf

For employees: <https://hrandequity.utoronto.ca/wp-content/uploads/2021/03/2021-Employee-Paper-Self-Assessment.pdf>

General Symptoms

If Members experience symptoms of COVID-19 as described by Public Health, Members are prohibited from attending campus or field education sites.

Further, the College will require all occupants (Residents and Apartment Dwellers) of the building to take their temperature at least once daily. If these Members or anybody in their family have a fever (a temperature of 37.8 degrees Celsius or higher) or exhibit any of the following symptoms, they are to fill out the COVID reporting form at: <https://www.wycliffecollege.ca/covidreporting> and contact the Residence Team immediately.

The most common symptoms of COVID-19 include:

- fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
- chills
- cough that's new or worsening (continuous, more than usual)
- barking cough, making a whistling noise when breathing (croup)
- shortness of breath (out of breath, unable to breathe deeply)
- sore throat
- difficulty swallowing
- runny, stuffy, or congested nose (not related to seasonal allergies or other known causes or conditions)
- lost sense of taste or smell
- pink eye (conjunctivitis)
- headache that's unusual or long lasting
- digestive issues (nausea/vomiting, diarrhea, stomach pain)
- muscle aches
- extreme tiredness that is unusual (fatigue, lack of energy)
- falling down often
- for young children and infants: sluggishness or lack of appetite

Further, if a Member has any of these symptoms, or has been exposed to someone with COVID-19, Members are advised to take the Government of Ontario's online self-assessment test (<https://covid-19.ontario.ca/self-assessment/>). Members are also advised to take a PCR COVID test for a more accurate diagnosis.

In all cases, Members are prohibited from coming to campus or field education sites with symptoms. If the Member is a Resident or Apartment Dweller at Wycliffe College, they are to self-isolate until symptoms pass or a PCR Covid test negative result is given to the Resident Team.

If a Member has tested positive for COVID-19, the Member is required to report this to the Principal through the College website: <https://www.wycliffecollege.ca/covidreporting>.

Questionnaire information is anonymized and managed by Case Number only. The COVID Response Team will follow its protocols to manage the risk and required communication with Public Health and the UofT Occupational Health Nurse Team.

Masking

Masking is a significant tool to reduce the transmission of virulent strains of COVID-19. Wearing medical or non-medical masks or face coverings is required in all common and instructional spaces at Wycliffe College with few exceptions. In line with the UofT definition:

Common-use indoor University spaces include lobbies, elevators, hallways and corridors, stairwells, washrooms, service desks, cafeterias and lunchrooms, common areas in residences, study lounges,

meeting rooms, classrooms, research and teaching labs, shared or open-space offices, and other locations used in common where practicing physical distancing may be difficult or unpredictable.

Masking will be required in all such spaces at Wycliffe College and UofT.

How to Use and Dispose of Face Coverings Properly

- wash hands immediately before putting mask on and immediately after taking it off;
- make sure the face covering fits well around your nose and mouth;
- avoid moving the mask around or adjusting it often;
- do not share it with others.
- cloth masks should be washed after every use
- paper masks must not be reused

Face coverings should be changed when they get damp or soiled.

All Community Members will be required to wear masks upon entering Wycliffe buildings.

Should a medical exemption be given by a physician allowing a Member not to wear a mask, written proof of the medical reason and the term of exemption is to be presented to Wycliffe College for consideration. Students may present the exemption request to the Registrar. All other Members may present the request to Human Resources. The College reserves the right to grant or not grant exemption for Members attending Wycliffe premises unmasked. The College will also consult UofT policy on mask accommodations when considering exemptions and will apply a consistent approach where practicable:

<https://governingcouncil.utoronto.ca/secretariat/policies/face-masks-policy>

<https://ehs.utoronto.ca/wp-content/uploads/2021/07/Student-Non-Medical-Mask-Accommodation-Workflow-Process-TriCampus.pdf>

<https://www.provost.utoronto.ca/planning-policy/joint-provostial-and-human-resources-guideline-on-facemasks-at-the-university-of-toronto/>

If an exemption is granted, alternative PPE (e.g. faceshield) will be encouraged. Exemptions for field education placements will be considered by each site's governing bodies.

Continuity of Education Plan

Wycliffe College will follow the UofT's Continuity of Education Plan as described in the resources offered at the bottom of the following page: <https://teaching.utoronto.ca/teaching-support/strategies/continuity-planning/>. Further, Wycliffe College will follow TST's Senior Executive Council (of which Wycliffe's Principal is a Member) and the UofT Office of the Vice-Provost's guidance on continuity of educational programs.

Mental Health and Wellness

As most Wycliffe students are also UofT students, such students can access Navi, a chat-based service that acts as a virtual assistant for students wanting to learn more about the mental health supports available to them at the UofT.

<https://www.viceprovoststudents.utoronto.ca/navi/>

Navi is an anonymous tool that provides students with information to help navigate mental health resources and make decisions about seeking appropriate supports. This tool is for informational purposes only and does not provide medical advice or counselling, nor does it make any diagnosis or identify personalized treatments.

Other resources are available, including UofT medical clinics and personal health care providers. For emergencies, students may contact My SSP at 1-844-451-9700 (or 001-416-380-6578 if you are outside North America), Good2Talk at 1-866-925-5454, or 911.

For employees of the College, such Members can refer to their medical benefits plan and for spiritual care and assistance for all Members, the office of the Chaplain can be reached at annette.brownlee@wycliffe.utoronto.ca.

Physical Distancing

Physical distancing remains a helpful tool in reducing the transmission of virulent strains of the virus that causes COVID-19. Because of this, social distancing will be encouraged for all Members on campus or field placement sites. Members are therefore encouraged to maintain a distance of at least two metres between them. Members are also encouraged to reduce activities, especially indoor activities, that require close contact with others.

All College buildings will be configured such that furniture (e.g. desks) will maximize physical distancing until Public Health guidelines dictate otherwise.

General Health and Safety and Cleaning

Members will be required to sign risk acknowledgement statements. These agreements indicate that Members understand that participation in an in-person learning environment, or working in the Wycliffe building, or occupancy in a Wycliffe residence, carries with it certain inherent risks related to COVID-19 that cannot be entirely eliminated, regardless of the care Wycliffe is taking to avoid such risks. These risks include contracting or transmitting COVID-19, directly or indirectly, from or to other individuals in the Building. Members are thereby voluntarily assuming all such inherent risks resulting from their attendance in classes or occupying the College.

To ensure that Wycliffe College continues to provide a healthy and safe environment, a number of measures have been implemented. The College will:

- Post signs encouraging good respiratory hygiene, hand hygiene, and other healthy practices.
- Where feasible, implement measures to reduce social contact, such as working remotely, encouraging the use of e-mail, and web conferencing.
- Postpone as necessary, all non-essential meetings or travel until clearance is received from the government of Canada or the local health authority.
- Continually evaluate the College for areas where people have frequent contact with each other and shared spaces and objects, and implement measures to reduce contact.
- Minimize in-person interactions between residents, students, and employees.

Wycliffe College will also increase our cleaning, disinfecting and sanitizing efforts.

Cleaning refers to the removal of visible dirt, grime, and impurities. Cleaning does not kill germs, but helps remove them from the surface. Disinfecting and sanitizing refers to using chemicals to kill germs on surfaces. This is most effective after surfaces are cleaned. While it is more widely recognized that the spread of COVID-19 is mainly achieved through airborne transmission of aerosols, both steps remain important to reduce the spread of infection.

The College shall be maintained in a clean and organized manner in order to ensure all in the building are in a safe and healthy environment. Surfaces will be disinfected on a regular basis to eliminate dirt and the spread of germs. There will be regular disinfecting of surfaces and objects that are touched often. These items include, but are not limited to:

- Doorknobs
- Handrails
- Bathrooms
- Kitchens
- Faucet handles
- Photocopiers and printers

Wycliffe College continues to stay updated on guidelines and information provided from the World Health Organization and the Government of Canada, and on measures implemented at a provincial level, and will amend its operations accordingly.

HVAC (Heating Ventilation, and Air Conditioning)

It is more widely recognized today that the spread of COVID-19 is mainly achieved through airborne transmission of aerosols.

Given this, air purifier/ventilation units will be deployed in all teaching areas to recirculate and clean the air. Further, the Wycliffe College building presents an advantage of having open air access in all its rooms. Windows will be kept open at all times during room usage throughout the year, to promote air exchange and flow.

Contact Tracing

All Members who have presented satisfactory proof of vaccination and who intend on accessing Wycliffe facilities will be given key fobs in order to unlock access doors. Members who have been granted key fobs will have varying access to the building entrances.

All students who have been granted a key fob will be required to 'swipe in' to enter and to 'swipe out' when leaving the building. Students will only have access to entering the building from the front entrance and Chapel entrance.

Should a positive a case occur among the Community Members, contact tracing will be executed using key access records and Ucheck/ WYCcheck records. All contact tracing will be kept anonymous without revealing the name of the positive case.

Contact tracing will follow all safety protocols as outlined in the COVID Response Team Case Management Protocol.

Faculty will take in-class attendance daily for in-person classes and may ask to see each student's daily screening result (Ucheck or WYCcheck).

This policy and its procedures may change subject to public health and other legal directives issued by the federal, provincial or municipal governments, as well as directives issued by the UofT. In order to fulfill its commitment to safety in light of the COVID-19 pandemic, Wycliffe College will continue to use these and other risk-informed decision-making guidelines to promote safe workplaces and improved policies and procedures as required from time to time.

Signed:  _____

The Rt Rev'd Dr Stephen Andrews
Principal and Helliwell Professor of Biblical Interpretation

Date: 7 September 2021