CHECKING PROOF OF VACCINATION GUIDANCE FOR IN-PERSON UNIVERSITY EVENTS

Background

Since October 4th, the Government of Nova Scotia has required people who are 12 and older to provide proof of full vaccination to participate in many events and activities that bring groups of people together, including but not limited to restaurants, fitness facilities, and indoor and outdoor festivals and special events.

These provincial requirements do not apply to Dalhousie's core activities (classes, research, on-campus work), as they are covered by our Campus Check requirements. They do, however, apply to some activities happening on our campus.

This document sets out guidance to assist Dalhousie University units and event organizers to establish a process for checking proof of full vaccination at sponsored, organized, or hosted events.

Guidance to Deans and Unit Leads

- All non-essential events organized by faculty and staff should receive approval from the Dean or Unit Lead. It is the Dean or Unit Head's responsibility to ensure that this happens.

- All events organized by a Student Society must be approved by the DSU.

- As part of the approval and space booking processes, the Primary Event Organizer is required to submit a plan as to how they will comply with the requirement for proof of full vaccination. Then, at the actual event, the primary event organizer is responsible for ensuring that the submitted plan is followed. All events are subject to provincial inspections and so it is imperative that proof of full vaccination be carried out.

When to check for proof of vaccination?

1. There are two categories that are exempt from the requirement to check for proof of full vaccination:

   a. E**ssential** activities (classes, research, on-campus work, libraries, residence life programming, student programming, on-campus interviews). Non-community members attending these types of events are considered visitors to campus. While they should be encouraged to be fully vaccinated, no proof of full vaccination is required.

   b. **Non-essential activities excluded from the requirement by the Province** (retail spaces on campus and food outlets where food is take-out).

2. Dalhousie activities that are considered **non-essential** (and not otherwise exempt under b. above) will need to require participants from Dalhousie (faculty, staff, or students) or the public to provide proof of full vaccination for entry. These include but are not limited to:
   - Individuals attending our fitness and recreation facilities;

- Spectators at Dalhousie sporting events;
- Attendees at ticketed or public events or lectures on-campus, including at the Dalhousie Arts Centre;
- Participants in campus tours;
- Awards celebrations, receptions, and social events;
- DSU Student Society events;
- Attendees at on-campus conferences or receptions; and
- All events where members of the public are invited to attend.

Participants in these activities will need to provide proof of vaccination *even if their vaccine status has already been captured through Campus Check.*

How to check for proof of vaccination?

1. Develop a plan to check for proof of full vaccination. Everyone attending the event must be checked!

   Proof of full vaccination can be checked in many different ways, including using **VaxCheckNS** (free QR code scanner app for smartphones and other devices that can be downloaded from the App Store and Google Play) launched by the Province. You should, however, think about how it will be checked for anyone coming with proof of full vaccination on paper or a screenshot that doesn't have the QR code. Another option would be to have someone ask to see proof of full vaccination when someone checks in for or arrives at an event or activity.

   Campus Bookings will ensure internal groups and external clients using centrally managed spaces have a plan in place to verify proof of full vaccination in circumstances where such proof is required. Their event will be marked as pending and they will be sent a reply making them aware of the requirement. The email address for Campus Bookings is bookings@dal.ca.

   For events occurring in locally managed spaces (and so not going through Campus Bookings), the plan should be submitted to the Dean or Unit Head for approval.

   Guidance from the Province about how to check for proof of vaccination can be found here.

2. Tell attendees that proof of full vaccination and ID will be required upon arrival at the event. Ideally announcements and invitations about events include this information.

3. At the event itself, carry out the plan to check for proof of full vaccination.

   Regardless of the method used, there should be **no collecting or retaining records** with individual's vaccination status or other personal health information (i.e. don't have individuals email proof in advance).

   Instead of using the VaxCheckNS app, proof of full vaccination are acceptable in paper and digital formats as well as clear photos, screenshots, and photocopies.

   Review   www.novascotia.ca/coronavirus   for further information about NS and out of province formats for proof of vaccination.

4. Checking for a valid ID is required along with checking for the proof of vaccination to verify that a person is providing their own proof of vaccination.

5. Other miscellaneous considerations:

   a. Checking for proof of vaccination and IDs is time consuming and event organizers are advised to factor this into their planning.

   b. Difficult people may be encountered by those checking for proof of full vaccination. Here's a video with tips and tricks on how to handle those individuals prepared by Security Services: [YouTube Link](#)

   c. Participants are permitted to enter a lobby area to provide proof of full vaccination but are not allowed into the event location until they provided proof.

   d. Event staffing costs associated with checking for proof of vaccination should be discussed with your unit lead.

Other important event guidance

1. All **non-essential** events need to comply with the public health guidelines at the time of the event.

2. All events on campus need to comply with **Dalhousie's current mask guidance.**

Resources to support checking for proof of full vaccination

Resources such as posters and protocols can be found at https://novascotia.ca/coronavirus/proof-of-full-vaccination-policy/