

## **Subject: Compliance with COVID-19 vaccination policy at Fanshawe**

In compliance with regulations for post-secondary institutions, Fanshawe has implemented [Policy P105: COVID-19 vaccinations](#). As of November 5, 2021, Suppliers and their employees providing goods and/or services inside buildings on all Fanshawe campuses are required to adhere to the policy.

To help you understand your obligations, we have created the following categories of Suppliers;

### **1. Construction Contractors in an Enclosed Site**

Suppliers operating a completely enclosed site where control of the site has been given under contract. An example is the Innovation Village construction site. The Supplier responsible for the site must sign an attestation letter stating that they are responsible for ensuring compliance by all employees in the construction site, and provide a vaccination policy outlining the activities to ensure compliance. The College will conduct audits to confirm compliance.

### **2. Construction and Renovation**

Suppliers providing these services anywhere in the College outside of an enclosed site must adhere to Fanshawe's policy P105. Examples are repairs to buildings and most other services under the control of Facilities Operations and Sustainability and Campus Planning and Capital Development. Each employee working at a Fanshawe campus or site must provide proof of vaccination. Employees can access the Fanshawe Verify login page at <https://verify.fanshawec.ca/supplier> as of November 3, 2021, to set up an account and upload proof of vaccination.

### **3. Suppliers with an On-Campus Presence**

Suppliers that have a permanent presence on campus and manage employees on site. Examples are cleaning services, food services, security services and health services providers. The Supplier must sign an attestation letter stating that they are responsible for ensuring compliance by all employees working on site, and provide a copy of their COVID-19 vaccination policy outlining the activities to ensure compliance. The College will conduct audits to confirm compliance.

### **4. Service Providers – Drop off, pick up and exchange only**

Suppliers and their employees coming on campus for drop-offs, pick-ups or exchanges in the buildings do not need to provide proof of vaccination. Examples include vending machine refills, instant teller machine services, compressed gas cylinder rotations, shredded paper removal and hazardous waste removal services. Providers of these types of services must inform employees that they are to go only to the locations where the services are to be provided, and not to enter any other areas of the College.

### **5. Service Providers – General**

Suppliers providing any services other than those listed above. Examples are educational aides, interpreters, guest lecturers and service or maintenance technicians for equipment. Each employee working at a Fanshawe campus or site must provide proof of vaccination. Employees can access the Fanshawe Verify login page at <https://verify.fanshawec.ca/supplier> as of November 3, 2021, to set up an account and upload proof of vaccination.

## **Uploading proof of vaccination using Fanshawe Verify application**

Proof of vaccination, where required, must be submitted using Fanshawe's Verify system. Suppliers and their employees can access the Fanshawe Verify login page at <https://verify.fanshawec.ca/supplier> as of November 3, 2021 to set up an account and upload proof of vaccination. There is no cost to Suppliers for the validation service. No health information provided through the system will be shared with the College.

If you encounter issues with setting up an account or uploading proof of vaccination, please get in touch with your Fanshawe College contact as soon as possible to discuss options and next steps.

Suppliers, their employees and sub-contractors without access to technology will be required to complete an in-person assessment with Campus Security Services at Fanshawe. **Please note:** any Supplier or employee that fails to complete a COVID-19 screening assessment, or whose screening assessment results are unsatisfactory, will not be allowed on site.

Suppliers, their employees and sub-contractors while on Fanshawe College property are required to wear a mask at all times while indoors to reduce the spread of COVID-19. Where possible, please maintain a distance of two meters (six feet) from others. Practicing proper hand hygiene, cleaning and disinfecting of frequently touched surfaces and equipment is highly encouraged.