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December 1, 2021

Dear RVS community use groups, contractors/service providers, and post-secondary institutions,

On Jan. 3, 2022, Rocky View Schools (RVS) will implement [Administrative Procedure 173 – COVID-19 Hazard Reduction](#). This Administrative Procedure will require all adults, choosing to enter RVS facilities, to provide proof of COVID-19 immunization or a recent negative COVID-19 rapid test result. This does not apply to RVS students.

It is important that all organizations, groups and individuals who plan to enter an RVS facility are aware of these new requirements and understand how to comply before arriving. Those who do not comply will not be permitted access to the RVS school or facility.

As outlined in Section 5 of the Administrative Procedure, third-parties include community use groups, contractors/service providers and post-secondary institutions sending practicum students to RVS. All third-parties must complete a declaration acknowledging their responsibilities under the new Administrative Procedure using this [form](#). Should a third-party be in violation of the requirements, RVS reserves the right to refuse entry, with any costs or penalties resting solely on the third-party. Key points from the Administrative Procedure are provided below. Third-parties are encouraged to read the full Administrative Procedure, available on our website.

Administrative Procedure Highlights:

- The requirements are in effect as of Jan. 3, 2022.
- Individuals 18 years or older, who are NOT RVS students, will be required, to EITHER show proof of being fully immunized OR provide a recent negative COVID-19 rapid test result. A person is considered fully immunized after 14 days have passed since they received the second dose in a two-dose COVID-19 vaccine series.
- Third-parties are responsible for ensuring those they send/allow into an RVS facility (employees, agents, sub-contractors, volunteers, visitors et. al) comply with the requirements outlined in the Administrative Procedure. This includes obtaining proof of immunization or proof of negative COVID-19 rapid test from all those they plan to send/allow into an RVS facility BEFORE they arrive. Those individuals being sent by a third-party may also need to demonstrate proof to RVS staff when they arrive at our facility.
 - For those choosing the immunization pathway: proof of immunization must be demonstrated to the third-party via the Government of Alberta's QR code (available via <https://covidrecords.alberta.ca>).
 - For those choosing the testing pathway: proof of negative COVID-19 rapid test must be demonstrated to the third-party with a written or printed copy that clearly outlines the type of test, the date and time of sample collection, a clear indication of a negative result. Proof of rapid testing remains valid for 72 hours from the time and date of the test.
- RVS students are NOT required to show proof of immunization or proof of a negative COVID-19 test.

- Proof of COVID-19 immunization or a negative rapid test result is NOT required for individuals who are in the school/facility office briefly to drop off/pick up items or drop off/pick up children.

This Administrative Procedure is temporary and will be re-evaluated when the government and medical authorities no longer support the identification of COVID-19 as a workplace hazard and/or at a minimum of every six months, or as deemed necessary.

We understand Administrative Procedure 173, and the corresponding requirements, may introduce additional process(es) and/or pose challenges and we appreciate your understanding and ongoing cooperation as we work together to reduce COVID-19 transmission in our schools and protect our students, staff and communities. Please speak with your RVS contact if you have any questions or email busops@rockyview.ab.ca.

Sincerely,



Greg Luterbach
Superintendent of Schools