

From: Gregory Smith
Sent: Monday, September 27, 2021 2:20 PM
Subject: FW: SDCCD Vaccination Requirement Update
Attachments: Vaccination Exemption Form Instructions 09272021.pdf

Hello SDCCD Community,

This message provides an update on:

Requesting an Exemption from the COVID-19 Vaccination Requirement

Employees who want to be considered for an exemption from the requirement to be fully vaccinated against COVID-19 should read this message carefully. All employees are subject to the vaccination requirement, regardless of their position and work location, including employees teaching and working fully remote.

Qualifying Reasons for an Exemption

There are two categories for exemptions from the vaccination requirement the District will consider:

- 1) Medical-related reasons
- 2) Sincerely-held Religious Beliefs

Employees who have recently contracted COVID-19 and have been advised by their medical provider to delay getting vaccinated should submit a Medical Exemption request. Any other delay to getting vaccinated due to a health-related reason should also submit a Medical Exemption request.

Requesting an Exemption from the Vaccine Requirement

Attached are detailed instructions for submitting an Exemption Request in PeopleSoft. Please read the directions closely to ensure your request is submitted properly. When you complete the form, you must select either an exemption based on a medical condition that prevents you from being vaccinated or an exemption based on a sincerely-held religious belief.

Employees who select the medical exemption option will be contacted to initiate an interactive process to determine whether a qualifying medical reason to be exempted exists and to provide reasonable accommodations to being vaccinated. The interactive accommodation process will address related health and safety concerns for the individual employee and others in shared work and instructional spaces.

Employees who select the religious exemption option must attach a document explaining in specific details their sincerely-held religious belief and why the belief prevents them from receiving the COVID-19 vaccine. The request and attached supporting information will be evaluated within the guidelines provided by federal and state agencies enforcing religious accommodation regulations. Employees will be notified of the approval or denial of their request with sufficient time to comply with the vaccination requirement where necessary. When a religious exemption is approved, the employee will be contacted to begin an interactive accommodation process to determine whether a reasonable accommodation can be made based on the specific circumstances of the job duties, work location, work schedule, interactions with others, and related factors. The primary consideration will be ensuring there is no direct threat to the health and safety of others. If a reasonable accommodation cannot be made, the employee will be required to be fully vaccinated.

Due Date for Exemption Requests

All employees who want to request an exemption from the COVID-19 vaccination requirement are directed to submit a complete exemption request form by October 8, 2021. All employees who want to request a religious exemption must submit the updated form and attach a document explaining the specific details of their sincerely-held religious belief and why the belief prevents them from receiving the COVID-19 vaccine. Requests submitted prior to September 27, 2021 will not be considered for religious exemptions.

Employees who submitted a medical exemption form previously will be contacted by Human Resources to confirm approval of the exemption or to request additional information if necessary.

If you would like assistance with submitting the exemption request form or the vaccination confirmation form, please contact employmentoffice@sdccd.edu.

Thank you for your prompt attention to this important matter.

Greg

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From: Gregory Smith
Sent: Friday, September 24, 2021 1:52 PM
Subject: SDCCD Vaccination Requirement Update

Hello SDCCD Community,

This message provides updates on two important topics:

**Board of Trustees Resolution Regarding a COVID-19 Vaccination Requirement for Employees
CDC Approval of Booster Doses of the Pfizer Vaccine for Public Education Employees**

Please read this message carefully for work direction that may apply to you.

At last night's meeting of the Board of Trustees, the Board unanimously approved a resolution directing the Chancellor to implement a COVID-19 vaccination requirement for all employees. The requirement also applies to students and members of the public accessing onsite instruction and services throughout the District. This decision is the culmination of many months of discussion with stakeholders throughout the District, including collective bargaining representatives, Academic and Classified Senate representatives, Associated Student Government representatives, and managers,

supervisors, and employees in instruction, student services, and a wide range of operational areas. In every discussion, the primary concern has been the health and safety of everyone working, attending, and receiving services throughout our District. Adding a requirement which limits access to attend and work at our Colleges and District is a difficult, but necessary, decision given the devastating impacts of COVID-19 on our communities and the urgency for resuming in-person instruction and services.

COVID-19 Vaccination Requirement for Employees

All employees of the San Diego Community College District will be required to be fully vaccinated against COVID-19 or have an approved exemption. **The timeline for employees who are not yet fully vaccinated to comply will be announced in a subsequent email.** All employees who are not fully vaccinated are strongly encouraged to begin the process as soon as possible. The District follows the definition of “fully vaccinated” provided by the Centers for Disease Control (CDC), which is 14 days after the final dose in an authorized vaccine series. All vaccines authorized by the CDC, Federal Drug Administration (FDA), and World Health Organization (WHO) are accepted by the District. In the United States, there are three vaccines currently available with full or emergency approval by the FDA: Pfizer, Moderna, and Johnson & Johnson. The Pfizer and Moderna vaccines are a two dose series and it takes five weeks to be fully vaccinated. The Johnson & Johnson vaccine is a single dose and it takes two weeks to be fully vaccinated. All three vaccines are available at no cost throughout San Diego County and the United States through county vaccination clinics, medical providers, and retail pharmacies.

If you have already provided documentation of your vaccination status and received a confirmation of your submission, you do not need to do anything further. **If you have not previously submitted your vaccination documentation, you must do so by Friday, October 8, 2021.**

Submitting Vaccination Documentation

If you are fully vaccinated against COVID-19, but have not provided documentation, you must submit a form stating you are fully vaccinated; the date of your most recent vaccination dose; a copy of your vaccination record card, State of California SMART Health Card showing your vaccination record, email confirmation of vaccination, or other documentation showing you have been fully vaccinated; and authorization for the District to use information about your vaccination status for employment-related reasons. You may obtain your California SMART Health Card at <https://myvaccinerecord.cdph.ca.gov/>. Attached are detailed instructions on completing the vaccination confirmation form. PLEASE DO NOT SUBMIT THIS FORM UNTIL YOU HAVE RECEIVED YOUR FINAL VACCINE DOSE. If you are not fully vaccinated at this time, please submit this form after you receive your final dose (2nd dose of the Pfizer and Moderna vaccine or one dose of the Johnson & Johnson vaccine).

Requesting an Exemption from the Vaccine Requirement

As required by Federal and State law, the District will evaluate requests for an exemption from this requirement based on a medical condition or a sincerely-held religious belief. Exemptions will be considered on an individual basis. Employees approved for an exemption will go through an interactive process to determine whether a reasonable accommodation to the vaccination requirement can be made without posing a health and safety risk to others. Reasonable accommodations may include periodic COVID-19 testing, changes in work assignments, changes in work schedules, changes in work location, and other appropriate measures. Accommodations are evaluated on an individual basis within the specific reasons for an exemption, work performed, environment in which work is performed, and related relevant factors.

If you have previously submitted an exemption request based on a medical condition and received approval, you do not need to do anything further at this time. If additional information is needed, a Human Resources representative will contact you directly.

If you have previously submitted an exemption request based on a sincerely-held religious belief, you will need to submit an updated request providing additional information. Beginning Monday, September 27th, the revised religious exemption request form will be available in PeopleSoft within the “Employee Dashboard” and “My Forms” link. The prior exemption request form has been disabled and you will not be able to access it at this time. Specific instructions on completing the exemption request form will be provided in a subsequent email.

If you have not previously submitted an exemption request based on a medical condition or sincerely-held religious belief, you must do so by October 8, 2021.

Employees who do not submit their vaccination documentation and are not approved for an exemption will be subject to discipline.

Booster Doses of the Pfizer Vaccine for Public Education Employees

Earlier today (September 24, 2021), the CDC approved a 3rd dose of the Pfizer COVID-19 vaccine for individuals 65 or older, 18 or older and with underlying conditions putting them at higher risk, and individuals with high occupational risk of infection, including public education employees. The CDC had not changed the definition of “fully vaccinated” to require a booster dose of the Pfizer vaccine at this time. Based on the information available at this time, we believe all San Diego Community College District employees who received the Pfizer vaccine more than six months ago (currently, in March 2021) are eligible for a booster dose. CVS has announced it will begin accepting appointments for Pfizer booster doses immediately. Employees interested in a booster dose should contact vaccine providers directly for information about availability and appointments. At this time, the District will not be providing vaccination onsite at District facilities for employees.

To reiterate, employees are not required to get a booster dose to comply with the District’s vaccination requirement at this time.

Currently, booster doses for the Moderna and Johnson & Johnson vaccines are being studied and are not authorized by the CDC or FDA. Further information will be provided if additional booster doses are approved and if the CDC updates the definition of “fully vaccinated”.

The District provides data on COVID-19 infections in California, San Diego County, and among employees and students on our COVID-19 information and resources website: <https://www.sdccd.edu/about/departments-and-offices/human-resources/risk-management/covid-employees.aspx>. Data are updated weekly.

COVID-19 testing will continue to be available at the District Office, City College, Mesa College, Miramar College, and Educational Cultural Complex for any employee interested in getting tested. COVID-19 testing will continue to be required weekly for all employees who have not submitted documentation showing they are fully vaccinated. For a complete schedule of testing locations, days, and times and instructions for making an appointment, please visit the COVID-19 information website: <https://www.sdccd.edu/about/departments-and-offices/human-resources/risk-management/covid-employees.aspx> and select the **COVID-19 TESTING PROCEDURES** link.

Thank you for your prompt attention to this important matter.

Greg

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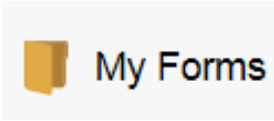
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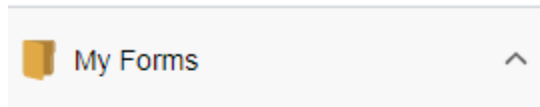
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HOW TO SUBMIT A VACCINATION EXEMPTION FORM

INSTRUCTIONS

These instructions will go over the process of submitting a vaccination exemption form.

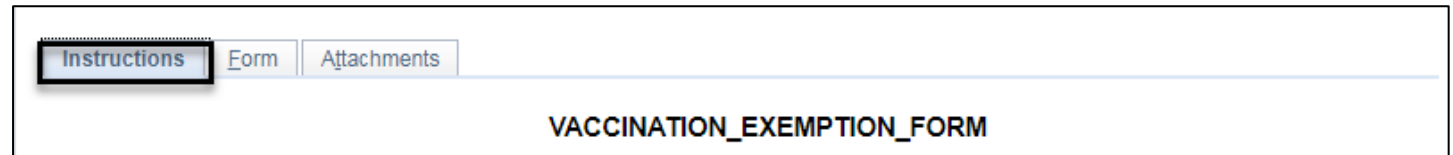
STEP	Instructions
1)	<p>Log in to PeopleSoft. Click on  and  navigate to:</p> <p>Employee Dashboard → My Forms → VACCINATION EXEMPTION FORM</p>



VACCINATION CONFIRMATION FORM

VACCINATION_EXEMPTION_FORM

STEP	Instructions
2)	<p>The VACCINATION EXEMPTION FORM is for employees who would like to request an exemption to SDCCD’s COVID-19 vaccination requirement for employees (revised effective 9/24/21).</p> <p>Select the Instructions tab and read the instructions prior to submitting your exemption form.</p>



VACCINATION_EXEMPTION_FORM

STEP	Instructions
3)	Select the Form tab to begin completing the Vaccination Exemption Form.

STEP	Instructions
4)	Under Subject , enter your first and last name.

[Instructions](#) | [Form](#) | [Attachments](#)

VACCINATION_EXEMPTION_FORM

*Subject

STEP	Instructions
5)	Under Due Date , enter the current date.

[Instructions](#) | [Form](#) | [Attachments](#)

VACCINATION_EXEMPTION_FORM

*Subject

Priority

Due Date 

STEP	Instructions
6)	Under Vaccination Exemption Request , select <u>one</u> of the following checkboxes:

Vaccination Exemption Request

I am requesting an exemption from the requirement to be fully vaccinated. I affirm I am telling the truth and I understand a false statement may be considered dishonesty and result in disciplinary action.

I understand that any permissions or accommodations that may be granted to me at this time are temporary and may be modified or revoked as considerations related to COVID-19 and related District policies, procedures and protocols change.

I have a medical condition that prevents me from being vaccinated at this time

The Risk Management Department will contact employees requesting medical exemptions and accommodations. Please provide your email address below.

Email Address:

I have a sincerely held religious belief that prevents me from being vaccinated at this time

Please attach a document explaining in detail how your sincerely held religious belief prevents you from being vaccinated.

STEP	Instructions
7)	If selecting the medical condition exemption checkbox, please provide the best contact email for the Risk Management department to contact you at with further instructions.

The Risk Management Department will contact employees requesting medical exemptions and accommodations. Please provide your email address below.

Email Address:

STEP	Instructions
8)	If selecting the religious exemption checkbox, please follow the steps below to attach a document explaining how your sincerely held religious belief prevents you from being vaccinated against COVID-19.

STEP	Instructions
9)	When the form is complete, select Save at the bottom of the Form tab.

STEP	Instructions
10)	Please note, after hitting Save, "Preview Approval" and "Submit" buttons will also pop up on the Form tab. Do not select either until completing the Attachments tab.

*Subject

Priority 3-Standard

Status Initial

Due Date

Do not select until after Attachments tab is complete.

STEP	Instructions
11)	Select the Attachments tab.

Instructions | Form | **Attachments**

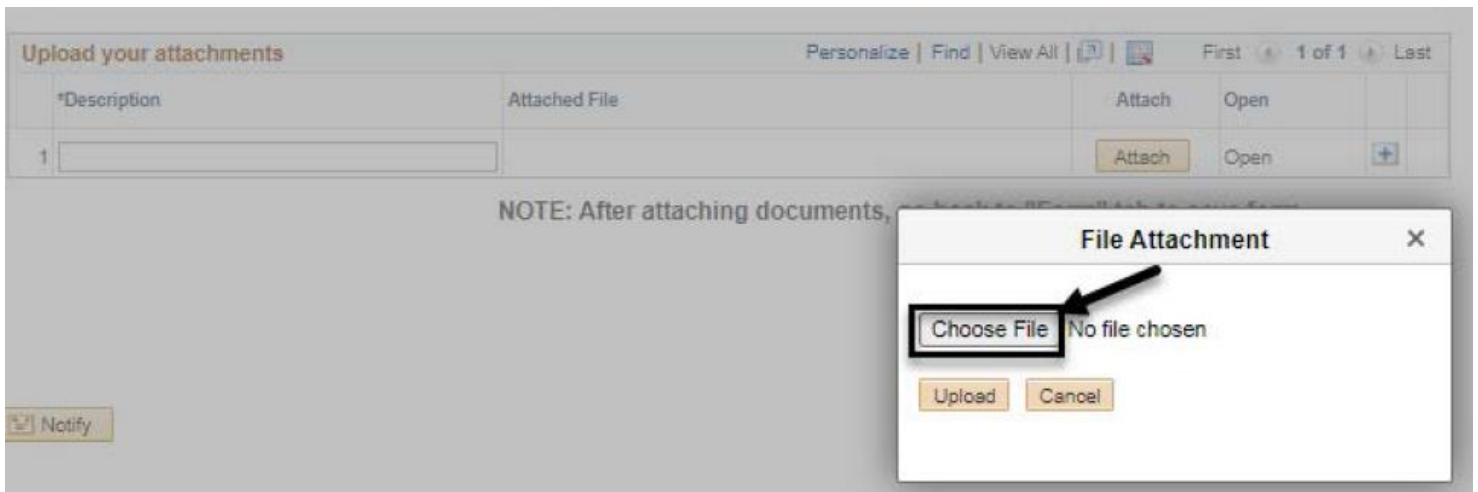
Seq Nbr 14 VACCINATION_CONFIRMATION_FORM

*Subject

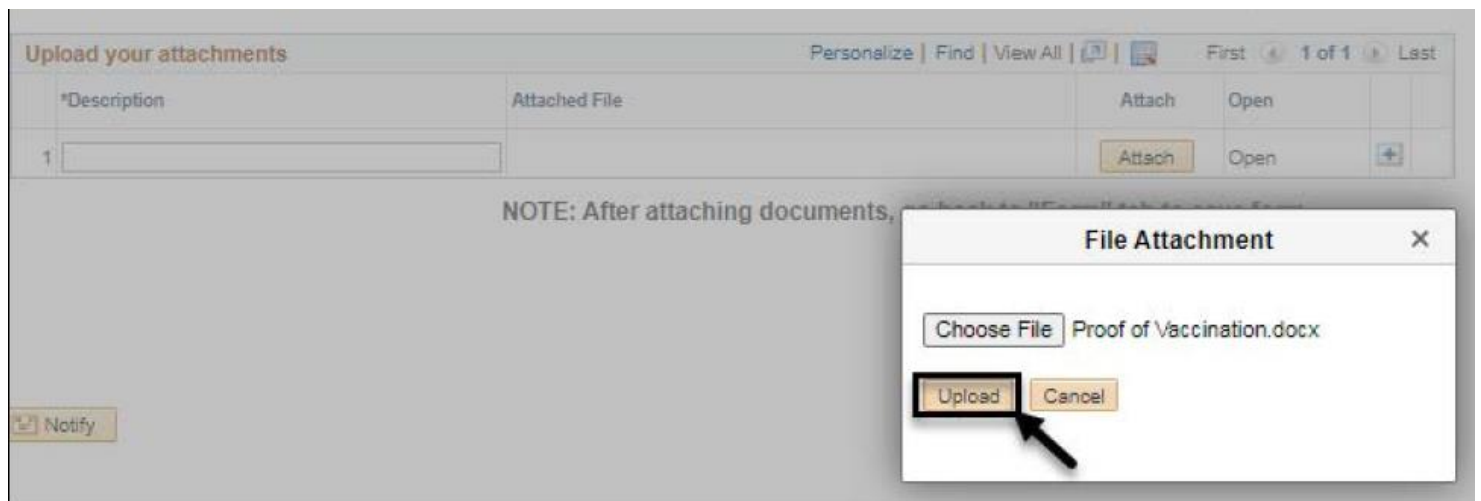
STEP	Instructions
12)	Under Upload Your Attachments, select Attach to upload your statement of religious belief.



STEP	Instructions
13)	Locate the document you would like to attach by selecting Choose File.



STEP	Instructions
14)	Select Upload to upload your proof of vaccination.



STEP	Instructions
15)	After uploading your statement, return to the Form tab.

STEP	Instructions
16)	Select Save at the bottom of the page. Then, select Submit at the top of the page.


[Instructions](#)
[Form](#)
[Attachments](#)

Seq Nbr 4584

VACCINATION_EXEMPTION_FORM

*Subject

Priority

Due Date 

Status Initial

STEP	Instructions
17)	You will receive an email notification once your form has been approved or denied.