



# ADMINISTRATIVE PROCEDURES

No. 2900.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## COVID-19 VACCINE REQUIREMENT - EMPLOYEES

### COVID-19

With the Center for Disease Control (CDC) classifying Mendocino and Lake Counties having high/substantial COVID community transmission rates, the Mendocino-Lake Community College District adopts the following procedures to mitigate the risks surrounding exposure to COVID-19 by requiring that all employees who are on district premises be fully vaccinated against COVID-19.

### Scope of Coverage

Effective November 15, 2021, all employees must be fully vaccinated against COVID-19 or opt for regular (weekly) testing. The district will accept any COVID-19 vaccine that has been FDA Emergency Use Authorized (EUA).

Human Resources will deploy processes to track the vaccination status and test results of employees in a secure system designed to protect the privacy of employees in accordance with applicable laws. Employees who do not comply with these procedures or falsify information may face discipline up to and including termination.

This administrative procedure shall be effective immediately and shall remain in effect until the Mendocino-Lake Community College District determines that this procedure is no longer necessary. This procedure may be amended or revoked at any time.

### Proof of Vaccination

Once fully vaccinated against COVID-19, employees must provide to the district proof of vaccination and a signed Confidentiality of Medical Information Act release form.

The district will accept either 1) a vaccination card, or 2) another form of documentation from a vaccine provider.

Employees who have been fully vaccinated against COVID-19 are required to continue to abide by all district policies, procedures, and protocols regarding COVID-19 until the district directs otherwise.

### COVID-19 Screening Test Requirement

District employees may opt into a regular district approved COVID-19 screening test process in lieu of submitting proof of COVID-19 vaccination status. Regular is defined by CDC guidance.

In the case an employee who is not vaccinated tests positive for COVID-19; the employee is required to quarantine as defined by the local health order. Subsequently, the weekly screening test obligation is waived for 90 days post-positive test date in accordance with testing best practices as long as an employee remains symptom free. Should an employee experience continued symptoms, they should seek medical advice of their personal physician.

Employees may test during their work hours; employees electing to test during their work hours are required to make appropriate arrangements with their supervisor.

Employees may engage in the established Human Resources interactive accommodation process per Administrative Procedure 7348.1 to determine exceptions to this procedure. The accommodations process will determine whether a reasonable accommodation exists to enable an employee to perform the “essential functions” of their job. Essential functions vary by job class and, therefore, the process shall be case by case and may result in different outcomes in different cases.

Accommodations may not be possible where it would result in an undue burden to the district.