



To: All Chaffey Community College District Employees

From: Dr. Henry D. Shannon
Superintendent/President, Chaffey Community College District

Cc: Chaffey Community College District Executive Team

Date: August 30, 2021

Re: Employee Mandatory COVID-19 Vaccination Implementation Plan

On August 17, 2021, the Chaffey Community College District Governing Board unanimously passed Resolution 81721 (COVID-19 Vaccine Mandate) and Board Policy 3507 (COVID-19 Vaccination Requirement), which directed District Administration to promptly develop and implement a mandatory COVID-19 vaccination plan.

Based on the authority granted to the Chaffey Administration by the Board through Board Resolution 81721 and Board Policy 3507, and through the emergency powers granted to me in March 2020, the following is the Chaffey Community College District Employee Mandatory Vaccination Implementation Plan:

1. All employees, which includes but is not limited to administrators, managers, faculty, classified professionals, professional experts, part-time employees, and temporary employees (short-term workers, student workers, and apprentices) who physically enter or are required to or scheduled to physically enter any District campus facility, worksite, District-affiliated site, or District owned, operated, or leased facilities must provide valid documentation of "full" COVID-19 vaccination (as defined by the U.S. Center for Disease Control) through the District-established process by no later than **October 15, 2021**.
2. Employees, which includes but is not limited to administrators, managers, faculty, classified professionals, professional experts, part-time employees, and temporary employees (short-term workers, student workers, and apprentices) who are not scheduled to physically enter any District campus facility, worksite, District-affiliated site, or District owned, operated, or leased facilities prior to October 16, 2021, but who are required to or scheduled to physically enter any District campus facility, worksite, District-affiliated site, or District owned, operated, or leased facilities between October 16, 2021 and December 31, 2021, must provide valid documentation of "full" COVID-19 vaccination (as defined by the U.S. Center for Disease Control) at least two weeks in advance of the date he or she is required to or scheduled to physically enter any District campus facility, worksite, District-affiliated site, or District owned, operated, or leased facilities.
3. After December 31, 2021, employees, which includes but is not limited to administrators, managers, faculty, classified professionals, professional experts, part-time employees, and temporary employees (short-term workers, student workers, and apprentices) who are required to or scheduled to physically enter any District campus facility, worksite, District-affiliated site, or District owned, operated, or leased facilities must provide valid documentation of "full" COVID-19 vaccination (as defined by the U.S. Center for Disease Control) by December 1, 2021. For example, a faculty member beginning hybrid instruction in January 2022 must submit valid documentation of "full" COVID-19 vaccination by December 1, 2021.

4. Individuals seeking employment at the District must provide valid documentation of “full” COVID-19 vaccination (as defined by the U.S. Center for Disease Control) as part of the application process.
5. Pursuant to the Center for Disease Control, fully vaccinated for COVID-19 is defined as, “a person is considered fully vaccinated greater than or equal to 2 weeks after completion of a two-dose mRNA series (Pfizer or Moderna) or single dose of Johnson & Johnson’s Janssen vaccine. (See, <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/reporting-vaccinations.html>)
6. Valid documentation of “full” COVID-19 vaccination means the following: the completed Center for Disease Control Vaccination Record card issued as part of the COVID-19 vaccination process. Employees who have misplaced their Center for Disease Control Vaccination Record card should contact Susan Hardie (Executive Director of Human Resources) at susan.hardie@chaffey.edu to discuss other options to show proof of full vaccination.
7. Employees shall submit their proof of full vaccination, as defined above, through the Chaffey College Employee Portal, which can be accessed through the [MyChaffey Log In](#). Employees must login to the MyChaffey Log In portal in order to submit the proof of vaccination. If an employee experiences technical difficulties or has trouble submitting his/her vaccination card, please contact Susan Hardie at susan.hardie@chaffey.edu immediately.
8. Any employees who have already submitted proof of full vaccination to Human Resources, do not need to resubmit documentation.
9. Employees in need of an exemption from this Mandatory COVID-19 Vaccine Implementation Plan due to a medical reason or because of a sincerely held religious belief, must request an accommodation to begin the interactive process. The interactive process begins with submission of the Exemption Request form that can be accessed at <https://www.chaffey.edu/coronavirus/exemption-forms.php>. Completed Exemption Request forms shall be sent to Susan Hardie at susan.hardie@chaffey.edu. Human Resources or a District designee will provide direction throughout the interactive process.

Upon receipt of a valid and complete Exemption Request form, the District will engage in the interactive process to determine if a reasonable accommodation can be provided. Determinations of reasonable accommodations are made on a case-by-case basis. The District is not required to remove an essential function of a job as an accommodation. A reasonable accommodation cannot create an undue hardship for the District or pose a direct threat to the health or safety of the employee or others.
10. Pregnant individuals may seek a deferral from the Mandatory COVID-19 vaccine requirement through the duration of their pregnancy by completing and submitting a “COVID-19 Deferral Form,” which can be found at <https://www.chaffey.edu/coronavirus/exemption-forms.php>. Pregnant individuals who submit a COVID-19 Deferral Form to Human Resources will be contacted with further direction.
11. The District will continue to adhere to all local, state, and federal guidelines related to COVID-19 safety protocols and will engage in ongoing communication as conditions change.
12. Adherence to this Employee Mandatory COVID-19 Vaccination Implementation Plan is required. Failure to adhere to this Plan may result in appropriate disciplinary action, up to and including dismissal from employment.