

**LOS RIOS COMMUNITY COLLEGE DISTRICT
COVID-19 VACCINATION AND IMMUNIZATION
OPERATIONAL PROTOCOL**

Purpose

The Los Rios Community College District is committed to providing a safe and healthy workplace and educational environment at its colleges, centers, and facilities. In furtherance of this commitment, this Operational Protocol mitigates the risks surrounding exposure to COVID-19 by requiring all students, employees, and volunteers on District premises to receive the full COVID-19 vaccine. This Operational Protocol is a living document, and it will be revised as newer, better, more accurate information is available from federal, state, and local public health authorities.

The novel coronavirus and the disease it causes, COVID-19, is a global pandemic and has resulted in widespread severe illness and death worldwide, in the United States, in California, and in the District. COVID-19 spreads mainly through close contact from person-to-person, including between people who are physically near each other (within about 6 feet). People who are infected but do not show symptoms can spread the virus to others.¹ The Centers for Disease Control and Prevention (CDC) notes that “**COVID-19 spreads very easily from person to person**” and that “[t]he virus that causes COVID-19 appears to spread more efficiently than influenza...”² The Delta Variant is now the predominant variant of COVID-19 in the United States. The Delta variant is highly contagious, nearly twice as contagious as previous variants.³

Vaccination is an important part of slowing transmission and saving lives. Individuals who have not been vaccinated against COVID-19 are most at risk of infection, adverse health consequences, and further spreading COVID-19 and its variants, to friends, family, colleagues, and the community. The data clearly shows that the overwhelming majority of serious illness, hospitalizations, and deaths resulting from COVID-19, including the Delta Variant, are among the unvaccinated.⁴

According to the CDC, vaccination is a safe and effective way to prevent people who are fully vaccinated from becoming seriously ill with COVID-19. The CDC recommends widespread vaccination and states:

COVID-19 vaccines are safe⁵

¹ Centers for Disease Control, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>.

² CDC, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>.

³ CDC, <https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>

⁴ CDC, <https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>

⁵ CDC, <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html>

- COVID-19 vaccines were developed using science that has been around for decades.
- COVID-19 vaccines are not experimental. They went through all the required stages of clinical trials. Extensive testing and monitoring have shown that these vaccines are safe and effective.
- COVID-19 vaccines have received and continue to undergo the most intensive safety monitoring in U.S. history.
- COVID-19 vaccines are effective. They can keep you from getting and spreading the virus that causes COVID-19.
- COVID-19 vaccines help prevent serious illness even if you do contract COVID-19.
- Getting vaccinated yourself helps protect people around you, particularly people at increased risk for severe illness from COVID-19.

COVID-19 vaccination is a safer way to help build protection⁶

- Get vaccinated regardless of whether you already had COVID-19. Studies show that vaccination provides a strong boost in protection in people who have recovered from COVID-19.
- COVID-19 is still a threat to people who are unvaccinated. Some people who get COVID-19 can become severely ill, which could result in hospitalization, and some people have ongoing health problems several weeks or even longer after getting infected. Even people who did not have symptoms when they were infected may have ongoing health problems.

(See more from the CDC on the benefits of vaccination at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html>.)

The California Department of Public Health (CDPH) also recommends that people get fully vaccinated to slow the spread of COVID-19. The CDPH has its own “Scientific Safety Review Workgroup,” which has confirmed “vaccines have met high standards for safety and efficacy.”⁷

Based on the ease of transmission of the virus that causes COVID-19 and the safety and effectiveness of vaccination, this Operational Protocol protects employees, students, volunteers, and the community.

⁶ <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html>

⁷ CDPH, https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/COVID_VACCINE_FACT_SHEET-ENG-08.pdf

Operational Protocol

I. Scope of Coverage

Effective October 1, 2021, all students, volunteers, faculty, and staff must have received the first dose of the vaccine, or the one-dose Johnson and Johnson vaccine, against the virus that causes COVID-19 in order to:

- be physically present on District premises for an extended amount of time, generally more than 15 minutes; ***or***
- participate in District activities for an extended amount of time, generally more than 15 minutes; ***or***
- be inside a building or office for any length of time

unless they receive an approved medical exemption or religious accommodation.

Effective December 1, 2021 all faculty, staff, and volunteers must be fully vaccinated in order to:

- be physically present on District premises for an extended amount of time, generally more than 15 minutes; ***or***
- participate in District activities for an extended amount of time, generally more than 15 minutes; ***or***
- be inside a building or office for any length of time

unless they receive an approved medical exemption or religious accommodation.

Students will not be able to enroll in on ground classes or be physically present on District premises for an extended amount of time, generally more than 15 minutes, in the Spring 2022 semester unless they have submitted proof of full vaccination or an approved exemption.

People are considered fully vaccinated for COVID-19 two weeks or more after they have received the second dose in a 2-dose series (e.g. Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson J&J/Janssen.) To the extent that booster dose(s) are recommended or required by public health authorities, timely receipt of additional booster dose(s) will also be required in order to be considered fully vaccinated for COVID-19. Employees, volunteers, and students who do not comply with these procedures or falsify information may face discipline up to and including termination or expulsion.

II. Authority

On August 3, 2021, the Los Rios Community College District Board of Trustees, at a lawfully called meeting, adopted Resolution Number 2021-18. This Resolution authorizes the Chancellor or his designee to take any action necessary to develop and implement a COVID-19 vaccine requirement including verification of proof of vaccination, for District employees, students, and others who access District facilities at

any District location. This direction included a requirement that the Vaccine Requirement be consistent with applicable legal requirements, including exceptions for certain medical conditions and sincerely held religious beliefs.

The Board directed that the requirement be effective for District employees as soon as practicable during the Fall semester, with a goal of all employees having received a first dose by no later than October 1, 2021. The Board directed that the requirement be effective for District students as soon as practicable during the Fall semester, with a goal of all students having received a first dose by no later than October 1, 2021.

Finally, the Board directed that the Chancellor or Designee have authority to amend the Vaccine Requirement as necessary based on the evolving nature of the COVID-19 pandemic and recommendations from federal, state, and local public health authorities.

III. Effective Dates

This Operational Protocol shall be effective immediately upon adoption and shall remain in effect until the District determines that the Operational Protocol is no longer necessary. The Chancellor may amend or withdraw this Operational Protocol at any time.

IV. Obtaining a COVID-19 Vaccine

Individuals may obtain a COVID-19 vaccine from any governmental or health care provider authorized to administer the vaccine. Additionally, the District has partnered with the Sacramento County Department of Public Health, the federal vaccination rollout program, and Walgreens to offer COVID-19 vaccines to all students and employees, as well as to host on-site vaccination clinics. Anyone wanting to schedule a vaccination appointment can visit the [State of California's MyTurn website](#) or [Walgreens](#). Additional vaccination information is available on [Sacramento County's vaccine website](#).

Additional information about the District's safe return to on-ground services and instruction can be found at <https://losrios.edu/reopening>. Additional information about vaccinations, including community resources can be found at <https://losrios.edu/vaccine>.

The District will provide employees with reasonable paid time to travel and become vaccinated, as required by law. Compensation shall be at the employee's regular rate of pay. Employees will arrange vaccination time with their supervisors.

The District will provide employees who become vaccinated with sick leave that may be used in order to recover from any side effects of the COVID-19 vaccinations, as required by law.

V. Proof of Vaccination

Consistent with this Operational Protocol, students, volunteers, and employees must provide the District with proof of a first dose and/or full vaccination and a Confidentiality of Medical Information Act release in order to be physically present on campus as of the dates identified above. The District has established an online tool for both students and employees to upload proof of vaccination consistent with this Operational Protocol.

Students may access and upload proof of vaccination in their eServices account, which can be accessed from the District website: <https://losrios.edu/> or any Los Rios college website, or by logging in at <https://ps.losrios.edu/student/signon.html>.

District employees may access and upload proof of vaccination in their Employee Self Service account, which can be accessed from the district employee website: <https://employees.losrios.edu/>, or by logging in at <https://ps.losrios.edu/psp/ess/?cmd=login>.

Volunteers must provide proof of vaccination to the administrator responsible for the program or area, including a completed Confidentiality of Medical Information Act release form, and receive approval/clearance from Human Resources by the dates identified in this Operational Protocol before engaging in any on ground volunteer activities at District campuses or facilities. Appropriate forms for volunteers to complete are available from District Human Resources.

The District will accept:

- A Department of Health and Human Services (DHHS) Centers for Disease Control & Prevention (CDC) COVID-19 Vaccination Record Card (which includes name of person vaccinated, date of birth, type of vaccine provided, lot number, date last dose administered, and site where administered).
- A photo of the Holder's DHHS CDC COVID-19 Vaccination Record Card stored on a phone or other electronic device and uploaded as provided above.
- Official California Digital COVID-19 Vaccine Record, which can be obtained at <https://myvaccinerecord.cdph.ca.gov/>, the State of California's Vaccine Record website.
- Digital documentation of vaccination from a healthcare provider or other issuer.

Students, volunteers, and employees who have been fully vaccinated are required to continue to abide by all District policies, procedures, and protocols regarding COVID-19

until the District directs otherwise. The District's COVID-19 Prevention Plan is available at <https://losrios.edu>

VI. Health or Medical Records

The District will not request any health or medical information for the purpose of enforcement of this Operational Protocol other than proof of vaccination or information submitted by an applicant in support of a medical exemption. Unless the individual consents, the District will not request or receive any medical information from students, volunteers, employees, or vaccination providers, or give any medical information to any vaccination provider. Any proof of vaccination a student, volunteer, or employee provides to the District will be stored securely in a manner consistent with applicable law and in accordance with the District's practice for storing information for students and employees.

VII. Vaccine Boosters

To the extent that this operational protocol remains in effect if and when COVID-19 vaccine boosters become necessary to prevent the contraction and transmission of the virus that causes COVID-19, this operational protocol and the requirements and limited exemptions set forth herein shall apply to COVID-19 vaccine boosters.

Under such circumstances, all Los Rios Community College District students and employees must receive a COVID-19 vaccine booster when public health authorities, including the CDC, the California Department of Public Health ("CDPH"), or the County Department of Public Health indicate that a COVID-19 vaccine booster is necessary based on the COVID-19 vaccine that the employee received and the date upon which they became fully vaccinated. All Los Rios Community College District students, employees, and volunteers must submit proof they received this vaccine booster and may use any of the methods permitted to submit proof of their original vaccination.

VIII. Exemptions from Vaccination Requirement

District employees may be exempt from the mandatory COVID-19 vaccine requirements in this Operational Protocol only under the following circumstances:

- A. If an applicant for District employment meets all other requirements for employment as applicable but needs additional time to obtain and provide their vaccination records, the person's assignment will be conditional for a maximum of 45 days upon signing and submitting a written statement attesting that they are or will be fully vaccinated within this 45-day conditional period, and submission of proof of vaccination as required by this Operational Protocol.

- B. The employee, volunteer, or student applies for, meets the legal requirements for, and is approved for a medical exemption from the District for the vaccine requirement. The application process includes both the submission of the appropriate “Medical Exemption Request Form” in Attachment 1 and a written statement from a licensed physician exempting them due to the person’s disability or serious medical condition. The physician statement must be submitted on the doctor’s office letterhead with the doctor’s printed name, license number, signature, and date the statement is issued.

Students must submit the required Medical Exemption Request Form and related documentation in the manner identified in their eServices account, which can be accessed from the district website: <https://losrios.edu/> or any Los Rios college website, or by logging in at <https://ps.losrios.edu/student/signon.html>.

District employees must submit the required Medical Exemption Request Form and related documentation in the manner identified in their Employee Self Service account, which can be accessed from the district employee website: <https://employees.losrios.edu/>, or by logging in at <https://ps.losrios.edu/psp/ess/?cmd=login>.

Employees and students are strongly encouraged to submit applications for a medical condition exemption as soon as possible, but no later than by September 15, 2021 to allow time for processing and a determination by the District before the October 1, 2021 first dose requirement date, as identified above.

Volunteers must submit the Medical Exemption Request form and related documentation to the administrator responsible for the program or area, and receive approval from Human Resources by the dates identified in this Operational Protocol before engaging in any on ground volunteer activities at District campuses or facilities. Appropriate forms for volunteers to complete are available from District Human Resources.

- C. The employee, volunteer, or student applies for, meets the legal requirements for, and is approved for an exemption from the District for the vaccine requirement based on a sincerely held religious belief. The application and approval process includes the submission of the “Religious Accommodation Request Form” in Attachment 2 and any other information required by the District. The District will consider exemptions for sincerely held religious beliefs consistent with applicable legal requirements, on an individual basis, for those that are specific and narrow in scope, , and limited as allowed by applicable laws.

Students must submit the required Religious Accommodation Request Form and related documentation in the manner identified in their eServices account, which can be accessed from the district website: <https://losrios.edu/> or any Los Rios college website, or by logging in at <https://ps.losrios.edu/student/signon.html>.

District employees must submit the required Religious Accommodation Request Form and related documentation in the manner identified in their Employee Self Service account, which can be accessed from the district employee website: <https://employees.losrios.edu/>, or by logging in at <https://ps.losrios.edu/psp/ess/?cmd=login>.

Employees and students are strongly encouraged to submit applications for a religious accommodation exemption as soon as possible, but no later than September 15, 2021 to allow time for processing and a determination by the District before the October 1, 2021 first dose requirement date, as identified above.

Volunteers must submit the Religious Accommodation Request Form and related documentation to the administrator responsible for the program or area, and receive approval from Human Resources by the dates identified in this Operational Protocol before engaging in any on ground volunteer activities at District campuses or facilities. Appropriate forms for volunteers to complete are available from District Human Resources

IX. Accommodations Process

If the District determines that an employee has not received the COVID-19 vaccination due to disability or medical condition, or a sincerely held religious belief, the District will engage in a process to determine whether a reasonable accommodation can be provided. This process will determine whether a reasonable accommodation exists to enable an employee to perform the “essential functions” of their job, including increased mitigation measures, such as enhanced mask requirements, additional personal protective equipment, and weekly COVID-19 surveillance testing. Essential functions vary by job class and therefore the process shall be case by case and may result in different outcomes in different cases. The District will follow its normal accommodations process in determining a reasonable accommodation.

The District will attempt to provide a reasonable academic adjustment to students by offering distance learning or hybrid learning to the extent practicable or increased mitigation measures, such as enhanced mask requirements, additional personal protective equipment, and weekly COVID-19 surveillance testing where distance learning is not practicable.

Accommodations may not be possible where it would result in an undue burden to the District or result in a fundamental alteration of a course.

X. Prohibition of Harassment Discrimination

The District will not discriminate against any student, volunteer, or employee who receives an exemption from receiving the COVID-19 vaccine, although the District will take any legitimate business action to maintain the safety of its centers and campuses and community. The District will not tolerate any discrimination or harassment against students, volunteers, or employees based on vaccination status or individuals taking mitigation measures, such as wearing a facemask. Students, volunteers, and employees found to be engaging in such discrimination or harassment may face discipline up to and including termination or expulsion.

- AUTHORITY:**
- Americans with Disabilities Act
 - Title VII of the Civil Rights Act
 - EEOC Technical Assistance, updated May 28, 2021
 - DOJ Opinion dated July 6, 2021
 - DFEH Employment Information on COVID-19
 - Los Rios Administrative Regulations related to accommodations for individuals with disabilities: R-5176 (faculty); R-6165 (classified); R-9157 (management and confidential personnel)
 - Los Rios Community College District Resolution 2021-18 adopted August 3, 2021
 - Los Rios Community College District COVID-19 Prevention Plan

