

FAQ for Chaffey College Employee Mandatory COVID-19 Vaccine Implementation Plan

Are Chaffey employees required to show proof of full COVID-19 vaccination?

Yes. All employees 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.

By when do I need to submit my proof of full COVID-19 vaccination?

If you are an employee who falls within the description, above, you must submit proof of “full” COVID-19 vaccination by **October 15, 2021**.

What if I am not currently working onsite and I need to retrieve items from my office, do I need to show proof of full COVID-19 vaccination before coming onsite?

Yes. You must submit proof of “full” COVID-19 vaccination by **October 15, 2021**.

What if I am not scheduled to physically enter a District campus facility, worksite, District-affiliated site, or District owned, operated, or leased facilities prior to October 16, 2021, but I am required to or scheduled to do so between October 16, 2021 and December 31, 2021?

In this unlikely scenario, you must provide valid documentation of “full” COVID-19 vaccination at least two weeks in advance of the date that you are required to or scheduled to physically enter any District campus facility, worksite, District-affiliated site, or District owned, operated, or leased facilities. Managers have been instructed to provide you with ample notice before scheduling you to physically enter the District.

What if I am not required to or scheduled to physically enter any District campus facility, worksite, District-affiliated site, or District owned, operated, or leased facilities until after December 31, 2021?

In this scenario, which likely includes a significant number of faculty currently teaching remotely, you will need to provide your valid documentation of “full” COVID-19 vaccination by **November 15, 2021**.

What if I will not be physically entering any District campus facility, worksite, District-affiliated site, or District owned, operated, or leased facilities until 2022, but would like to submit my proof of “full” COVID-19 vaccination before then?

Yes. You are welcome to submit your proof of vaccination at any time. The District encourages you to submit your proof of vaccination as early as possible.

What does it mean to be “fully vaccinated?”

A person is considered fully vaccinated after at least two weeks of completing 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>)

What is considered valid documentation (or proof) of COVID-19 vaccination?

Employees must present the completed Center for Disease Control Vaccination Record card issued as part of the COVID-19 vaccination process. Those who have misplaced their Center for Disease Control Vaccination Record card should first check back with the clinic, pharmacy, or hospital where they received the immunization, as they may have a record. If that isn't an option, the CDC recommends visiting the state health department's immunization information system, which may maintain vaccination records or information. Here is the information for California's Digital COVID-19 Vaccine Record portal:

Call: 800-578-7889

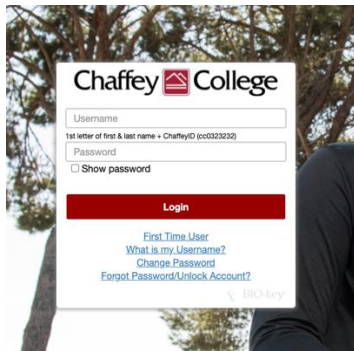
Web: [California Statewide Immunization Information System](#)

Email: CAIRHelpdesk@cdph.ca.gov

You can also contact Susan Hardie (Executive Director of Human Resources) at susan.hardie@chaffey.edu with any questions that you may have.

How do I submit my proof of COVID-19 vaccination?

1. Submitting proof of full COVID-19 vaccination is easy! Starting **Tuesday, August 31, 2021**, employees can submit via the [MyChaffey Log In](#).



2. Once logged in, you will see this box with instructions on how to submit your proof of full vaccination.

For a video tutorial on how to upload your COVID-19 vaccination card, please visit the following link: [COVID-19 Vaccination Card Upload Tutorial](#)

I already submitted my proof of vaccination. Do I need to submit again?

No, any employee who has already submitted proof of full vaccination to HRDocs@chaffey.edu, Human Resources, Susan Hardie, or the MyChaffey portal does not need to resubmit documentation.

I submitted my proof of full vaccination. What happens next?

You are done! If there are any issues with your submission, an administrator will be in contact with you. For assistance, contact Susan Hardie at susan.hardie@chaffey.edu.

Can I request an exemption from the Mandatory COVID-19 Vaccine Policy?

If you believe you need an exemption from this COVID-19 Mandatory Vaccine Implementation Plan due to a medical reason or because of a sincerely held religious belief, you must request an accommodation by submitting an Exemption Request, which can be found at <https://www.chaffey.edu/coronavirus/exemption-forms.php>.

Send your completed Exemption Request forms to Susan Hardie at susan.hardie@chaffey.edu.

I submitted an Exemption Request form. What happens next?

Upon receipt of a valid and complete Exemption Request form, Human Resources will contact you to engage in an interactive process to determine if a reasonable accommodation can be provided.

I am pregnant. Do I need to show proof of being vaccinated?

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 Vaccination Deferral Request for Pregnant Individuals Form, which can be found at <https://www.chaffey.edu/coronavirus/exemption-forms.php>. Pregnant individuals who submit this deferral form to Human Resources will be contacted with further direction.

Can I get a COVID-19 vaccination at Chaffey?

No. COVID-19 vaccinations are no longer currently available on-campus. To find a location to get vaccinated, use this website: <https://myturn.ca.gov/>