



To: All Fall 2021 Chaffey Community College District Students

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

Cc: Chaffey Community College District Executive Team

Date: August 30, 2021

Re: Student Fall 2021 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 Student Fall 2021 Mandatory COVID-19 Vaccination Implementation Plan:

Student Fall 2021 Mandatory COVID-19 Vaccine Implementation Plan

1. All Chaffey students taking in-person or hybrid courses, student athletes, students participating in onsite or off-site apprenticeships, internships, cooperative education, and clinicals, and individuals participating in in-person Chaffey College programming (e.g., field trips or events) **during the fall 2021 semester** 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. 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>)
3. 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. 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.
4. Students shall submit their proof of full vaccination, as defined above, through the Chaffey College Student Portal, which can be accessed through the [MyChaffey Log In](#) **starting on September 6, 2021**. If students experience trouble submitting their vaccination card through [MyChaffey Log In](#), they can email their vaccination card directly to Kay Peek at kay.peek@chaffey.edu.

5. Any students who have already submitted proof of full vaccination to HRDocs@chaffey.edu, through [MyChaffey Log In](#), or to Human Resources do not need to resubmit documentation.
6. Adherence to this Student Mandatory COVID-19 Vaccination Implementation Plan is required. Failure to adhere to this Student Mandatory COVID-19 Vaccination Implementation Plan is a violation of the Standards of Student Conduct and may result in appropriate disciplinary action, up to and including a long-term suspension from the District.
7. In lieu of receiving a long-term suspension, students who opt to not get vaccinated and/or will not provide valid documentation of “full” COVID-19 vaccination within the timeframes set forth in this mandate may explore options under [Chaffey Administrative Procedure 4230 \(Grading and Academic Record Symbols\)](#). Options found under Administrative Procedure 4230 include the request for and potential receipt of a Withdrawal (“W”). Additionally, under some circumstances, students may be eligible for an Excused Withdrawal (“EW”).

Please note, request for and receipt of a Withdrawal (“W”) is time-sensitive and is not guaranteed.

8. Students 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. An accommodation is not reasonable if, among other things, it would result in a fundamental alteration of the academic program, impose an undue financial or administrative burden on the College, or would result in a significant risk or direct threat to the health or safety of others.

9. 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 a COVID-19 Vaccination Deferral Request for Pregnant Individuals form to Human Resources will be contacted with further direction.
10. 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.
11. The District will publish a FAQ that addresses questions related to this Student Fall 2021 Mandatory COVID-19 Vaccination Implementation Plan.