



MEMORANDUM

DATE:

TO: Employee Name

FROM: Manager Name

SUBJECT: Notice to Submit the COVID-19 Vaccine Employee Response Form

To ensure the health and safety of all employees and students, Mt. San Antonio College requires employees to be vaccinated for COVID-19 prior to returning to work on-campus.

You will be required to return to work on <Insert date at least 14 days from today's date>.

Prior to your return, you are required to submit proof of vaccination to Human Resources for approval to work on-campus. Any documentation submitted to Human Resources will be kept in a confidential file in Human Resources.

Please complete the COVID-19 Vaccine Employee Response Form and attach a copy of your COVID-19 Vaccination Record Card. The form is available at:

<https://www.mtsac.edu/health/employeeresponse.html>

After reviewing your COVID-19 Vaccine Employee Response Form, Human Resources will determine whether you are approved to return to work on-campus. Once you are approved to return to work, you will receive an email confirming you have been approved. If you have already been working on campus, you will need to be vaccinated by May 1, 2021 in order to continue working on campus.

Employees may request an exemption to vaccination for limited circumstances with appropriate and valid documentation. Requesting an exemption will initiate an interactive process with Human Resources. If you need to request a valid exemption, please complete the COVID-19 Vaccine Employee Response Form.

All employees are expected to submit the required information with honesty and in good faith. Dishonesty will be subject to Mt. SAC's board policies and administrative procedures.

If you still need to be vaccinated for COVID-19, please contact your health care provider to schedule an appointment or seek vaccination through other providers as soon as possible. Below are a few options for your consideration:

- <https://myturn.ca.gov>
- <http://www.publichealth.lacounty.gov/>
- <https://www.walgreens.com>
- <https://www.cvs.com>

Employees needing to attend COVID-19 vaccine appointments during work hours shall be granted release time for travel time, the appointment, and any immediate reactions to the vaccine. If you need release time during work hours for a COVID-19 vaccination related reason, please indicate the date(s) and time on the COVID-19 Vaccine Employee Response Form.

Reimbursement is also available to employees using transportation services (e.g. bus, ride-share, taxi, train) to get to and from their vaccination appointment. Receipts must be submitted to your department for reimbursement.

If you have any questions about the COVID-19 vaccine, please contact your health care provider or the Student Health Center at (909) 274-4400.

If you have any questions about the COVID-19 Vaccine Employee Response Form, please email hrcovid19@mtsac.edu or call (909) 274-4225.