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| --- | --- |
| **DATE:** |  |
| **TO:** | Employee Name |
| **FROM:** | Manager Name |
|  |  |
| **SUBJECT:** | 14 Day Return to Campus Notice  |

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 calendar days from today’s date for non-faculty>.

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**](https://www.mtsac.edu/health/employeeresponse.html)

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