



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 7 Human Resources

7330

AP 7330 Communicable Disease

Monterey Peninsula Community College District is committed to providing a safe learning and working environment.

The District recognizes that the response protocols for communicable diseases will vary according to the nature and type of pathogen, known modes of transmission, best practices for prevention, and established treatments.

The District shall comply with federal, state and local health regulations in measures necessary for the prevention and control of communicable diseases in employees, including recommendations to mitigate the transmission of COVID-19.

For successful applicants for positions:

- A medical certificate is required showing that the applicant is free from any communicable disease, including, but not limited to, active tuberculosis, unfitting the applicant to instruct or associate with students.
- The medical certificate shall be submitted by a physician as authorized by code.
- The medical examination is conducted not more than six months before the submission of the certificate and is at the expense of the applicant.
- A contract of employment may be offered to an applicant subject to the submission of the required medical certificate.
- The medical certificate becomes a part of the personnel record of the employee and is open to the employee or his/her designee.

Effective Spring 2022, and beyond as deemed necessary by the District, all employees except those with approved exemptions as outlined in this administrative procedure must be fully vaccinated against COVID-19 as follows:

- Fully vaccinated means that a minimum of 14 days has passed following the second dose in a 2-dose series (e.g. Pfizer-BioNTech or Moderna), or at least 14 days has passed following a single dose vaccine (e.g. Johnson & Johnson). The District may require a booster shot(s) on a timely basis to ensure continued vaccine efficacy.
- Those exempt (see Exemptions section) from receiving a COVID-19 vaccine will be subject to other safety protocols.



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These procedures supplement and do not replace existing District policies and procedures pertaining to COVID-19 health and safety protocols.

New employees may begin working in their assignments only after the District has received proof that the person is fully vaccinated or an exemption has been approved.

Employees who do not follow these procedures or falsify information will be subject to progressive discipline up to and including termination of employment with the District.

Proof of Vaccination

Every employee must provide documentation verifying that they are fully vaccinated. The District will routinely verify the vaccination status of employees to ensure compliance. At the District's discretion, these documentation requirements may be extended into the future.

The District will accept the following forms of documentation:

- COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or World Health Organization Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered);
- A photo of a Vaccination Record Card, including an image stored on a phone or electronic device;
- Documentation of COVID-19 vaccination from a health care provider; or
- Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type.

In the absence of knowledge to the contrary, the District may accept the documentation presented as valid.

Exemptions

An employee may be exempt from the COVID-19 vaccine requirement upon District approval as described below:

- Medical Exemption: An employee may be exempt for medical reasons. The individual claiming a medical exemption must submit a written statement from a licensed physician exempting them due to a medical exemption. This statement must be submitted on the doctor's office letterhead with the doctor's printed name, license number, signature, and the date the statement is issued.



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- Medical Exemption forms are available from Human Resources and may be downloaded from the Human Resources website.
- Religious Exemption: An employee may complete and submit a request to be exempt on the basis of a sincerely held religious belief, observance, or practice, subject to review by the District.
 - Religious Exemption Forms are available from Human Resources and may be downloaded from the Human Resources website.
- Fully Online/Offsite Employee Exemption (no on-campus or in-person classes): Online/Offsite only employees with self-attestation not to access Monterey Peninsula College District facilities at any time while the COVID-19 vaccination requirement is required under Board Policy 7330.

Employees with approved COVID-19 vaccine exemptions on file must comply with applicable public health and safety measures, as determined by the District, including, but not limited to, repeated and ongoing weekly PCR COVID-19 testing and symptom checking to reduce the likelihood of transmission to the District community.

Human Resources will develop and communicate a procedure for employees who are not vaccinated against COVID-19 and don't qualify for a medical or religious exemption, that allows them to take unpaid leave up to six months.

Health and Medical Records

The District will not request any health or medical information for the purpose of enforcement of these procedures other than proof of vaccination or, in the case of a medical exemption, a written statement from a licensed physician exempting the employee due to a medical exemption. Any proof of vaccination an employee provides to the District will be stored in a manner consistent with applicable law and in accordance with the District's practice for storing medical information for employees.

Additional communicable disease measures include but are not limited to:

- Compliance by the District with all mandatory measures issued by the Chief Public Health Officer of Monterey County to control infectious diseases
- Compliance by Human Resources with mandatory infectious disease reporting to the Monterey County Public Health Department
- In the event of an infectious disease outbreak, [MPC's Infectious Disease Outbreak Plan](#) will be implemented
- Evolving information on best practices for managing an outbreak will be communicated by the appropriate District officials along with the Monterey County Public Health Department



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The District shall comply with any immunization program required by the State Department of Health Services regulations. Compliance measures include:

- Informing staff of any required immunizations
- Where feasible, offering required immunizations on campus
- Informing staff of other sites which offer immunizations
- Maintaining records of staff required-immunization status

See Board Policy Board Policy 7330 - Communicable Disease
See also AP 7336 - Certification of Freedom from Tuberculosis

References: *Education Code Sections 87408, 87408.6. and 88021;*
Title 17 Section 2500

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