

Vaccination Requirement with Exceptions for Religious & Medical Exemptions  
(Board Policy & Administrative Procedure 7330)  
Effective August 23, 2021

**Frequently Asked Questions**

**1. Why is the District requiring employees to be vaccinated if the FDA has not fully approved at least one of the vaccines?**

The District is committed to providing a safe and healthy learning and working environment. Administrative procedures have been established to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases. In furtherance of this commitment to providing a safe and healthy environment, administrative procedures regarding COVID-19 vaccination to mitigate the risks surrounding exposure to COVID-19 have been established. These administrative procedures will require that all employees who are on district premises have received the full COVID-19 vaccine. Employees may request a medical or religious exemption to the COVID-19 vaccine requirement.

**2. Are all employees required to provide proof of vaccination by August 23, 2021?**

Yes. All employees will be required to provide proof of vaccination unless they have requested a religious or medical exemption by August 23, 2021.

**3. What is considered “fully vaccinated”?**

Individuals are considered fully vaccinated against COVID-19 two weeks or more after they have received the second dose in a 2-dose series (e.g. Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J/Janssen]).

**4. If I’m not already vaccinated, when do I need to receive my first and second vaccination (if required) in order to meet the August 23 deadline?**

Must start vaccination by:

- Moderna 1st shot by July 12; 2nd shot by August 9 (6 weeks)
- Pfizer 1st shot by July 19; 2nd shot by August 9 (5 weeks)
- J&J/Janssen by August 9 (2 weeks)

**5. How do I report that I am fully vaccinated?**

Proof of vaccination (vaccine card or other documentation) is required. Follow the steps to upload proof of vaccination in Workday as provided by Human Resources

**6. How do I report proof of vaccination if I lost my vaccine card?**

The State of California offers a digital COVID-19 vaccine portal. The portal provides a digital copy of your vaccine record. If you received your vaccination from a federal agency (e.g., Department of Defense, Indian Health Services, or Veterans Affairs), you will need to reach out to those agencies for assistance with your vaccination record. Request a digital COVID-19 vaccine record here:

<https://myvaccinerecord.cdph.ca.gov/> . Once received, follow the steps to upload proof of vaccination in Workday as provided by Human Resources

**7. What type of exemptions are allowed?**

Employees can submit a medical or religious exemption request to Human Resources. Exemptions or reasonable accommodations are not guaranteed. Philosophical or political objections to getting vaccinated are insufficient and requests of this nature will be denied. Individuals who wish to request a medical or religious exemption from the COVID-19 vaccination must complete and submit the applicable documentation to Human Resources by August 9, 2021 to allow Human Resources time to make a determination prior to the August 23 deadline. Follow the steps to upload an exemption request in Workday as provided by Human Resources.

**8. What type of supporting documentation is needed to request a medical exemption?**  
Medical exemption requests require a Medical Accommodation Request form to be completed by a licensed medical provider exempting the employee due to a disability or serious medical condition. Please be advised that you will need to give a copy of your job/position description to your medical provider with the request form. Job/position descriptions can be found on the Human Resources webpage ([miracosta.edu/hr](http://miracosta.edu/hr)). The Medical Accommodation Request form must be submitted to Human Resources by August 9, 2021 to allow Human Resources time to make a determination prior to the August 23 deadline. Follow the steps to upload the Medical Accommodation Request form in Workday as provided by Human Resources

**9. What type of supporting documentation is needed to request a religious exemption?** Religious exemption requests require a Religious Accommodation Request form. The request form must be submitted to Human Resources by August 9, 2021 to allow Human Resources time to make a determination prior to the August 23 deadline. Follow the steps to upload the Religious Accommodation Request form in Workday as provided by Human Resources.

**10. Is the vaccine mandate only required for employees who will be working on campus on or after August 23, 2021?**

No. All employees regardless of work location must provide proof of vaccination or submit an exemption request. Employees may be called upon to work on campus at any time and being vaccinated will allow employees to work on campus and be in compliance with the vaccination policy when working on campus beginning August 23, 2021.

**11. Will employees who are not fully vaccinated be allowed to work on campus with a face covering after August 23, 2021?**

No, unless the employee has requested an exemption and has received approval and appropriate accommodations.

**12. If I am not yet fully vaccinated, can I be on campus prior to August 23, 2021?**

Yes, with proper face covering.

**13. Will I be required to wear a mask if I'm fully vaccinated?**

Yes. To maximize protection from the Delta variant and prevent possibly spreading it to others while on MiraCosta College premises, all employees are required to wear a mask while indoors. (Revised 8.2.21)

**14. May I travel for professional development or other work-related responsibilities this Fall?**

Yes, with the following conditions:

All safety precautions and requirements at work also apply to where you travel such as, but not limited to wearing a mask indoors (regardless of your vaccination status), taking time to wash and sanitize your hands, quarantine if you have COVID-19 symptoms, and reporting a COVID-19 illness to your supervisor. If you are vaccinated, you are not required to wear masks indoors. (Revised 8.2.21)

**15. What happens if I am not fully vaccinated and do not meet the requirements of an exemption by the vaccination mandate deadline?**

The District will contact each employee who is not in compliance with District policy or procedure to determine next steps for the employee and the District.