

## **NOCCCD Vaccine Mandate Employee FAQ's**

### **What do NOCCCD employees need to do by November 1, 2021?**

- Employees are required to submit to the District a vaccine record demonstrating “full vaccination” status for COVID-19. “Full vaccination” status is defined as two weeks after receiving the full course of vaccines (i.e. the second vaccine dose for the Moderna or Pfizer vaccines, or one dose for the Johnson & Johnson vaccine). To meet this deadline, the final dose must be received no later than October 17, 2021.

***OR***

- If an employee is seeking an exemption from the vaccine mandate for medical or religious reasons (as defined by law), they must submit the proper forms to Human Resources for approval. Human Resources will confirm in writing if an employee has been exempted from the vaccine mandate. Employees must be notified of HR exemption before the November 1 deadline to be considered exempt.

### **How do employees upload proof of vaccine completion?**

Employees will be able to upload proof of vaccination to myGateway beginning September 15, 2021. Please go to this [link](#) to begin the process

(<https://ssbwebg.nocccd.edu/BannerExtensibility/customPage/page/VaccineProgram>).

Here are the steps in the upload process:

1. Prepare your vaccination record
2. Navigate to the vaccination upload process [here](#)
3. Authenticate with employee password
4. Check your personal information
5. Enter vaccine information
6. Upload your vaccine record
7. Read and acknowledge the HIPAA information
8. Verify your record
9. Check your email

### **How will the vaccination verifications for employees be processed?**

- The District has contracted with Healthcare IT Leaders to provide vaccine verification services to students and staff.
- Employees will upload their documents into myGateway, then Healthcare IT will access those documents and verify them against state vaccine record registries.
- Healthcare IT will notify Human Resources who has cleared the process and who hasn't.

**If an employee is not working on-site, do they still need to be vaccinated?**

- Yes. The vaccine mandate by the NOCCCD Board of Trustee's states that every employee of the District must be fully vaccinated or approved for a religious or medical exemption by November 1, 2021.

**How do employees apply for medical or religious exemptions?**

Employees will be able to apply for medical or religious exemptions through myGateway beginning September 15, 2021. Please go to this [link](#) to begin the process

(<https://ssbwebg.nocccd.edu/BannerExtensibility/customPage/page/VaccineProgram>).

- Navigate to the vaccination upload process [here](#)
- Authenticate with employee password
- Check your personal information
- Provide exemption information
- Complete and upload exemption form
- Submit exemption form for review

**When will an employee know if they have been approved for an exemption?**

- Human Resources staff will be managing the employee exemption approval process with the help of a third party vendor. Every effort will be made to notify employees of their exemption status as soon as possible.

**If an employee is granted an exemption, will they have to be tested?**

- Yes. All employees that are granted either a medical or religious exemption will be required to undergo weekly testing.

- More information on the District's testing processes will be available soon.

**What if an employee has an approved vaccine exemption but declines to be tested?**

- All exempt employees must be tested weekly on site. Employees who decline on-site testing will be considered out of compliance beginning November 1, 2021.

**What if an employee is not fully vaccinated by November 1, 2021?**

- All employees not vaccinated by November 1 will need to be tested weekly, including those employees not working on site.
- Weekly testing for employees will be available for free on campus.
- Non-vaccinated employees who do not have an approved exemption will be allowed to undergo testing until December 31, 2021. After this date, any employee who is not fully vaccinated and does not have an approved exemption will be subject to disciplinary action.

**Will the District require booster vaccine shots?**

- At this time booster shots have not been recommended by the FDA and the District is not requiring them.