

**CHAPTER 2: Administration and General Institution  
ADMINISTRATIVE PROCEDURE NO. 2.90.01**

**ADMINISTRATIVE PROCEDURE  
San Mateo County Community College District**

**Subject:** **INTERIM AP 2.90.01 COVID-19 Vaccination**

**Adoption Date:** 01/2022

**References:** BP 2.90 COVID-19 Vaccination Requirement

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The San Mateo County Community College District (District) is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves, as well as maintaining higher education access and attainment for students. As the District works toward the safe resumption of increased on-campus learning, working and other activities, the District embraces a comprehensive strategy designed to reduce the likelihood of transmission of the COVID-19 virus.

**Group Type Definition**

**Contractor:** A person or entity, including an auxiliary organization, that agrees to conduct work for the District as specified under the terms of a contract or agreement.

**Employee:** Faculty, staff, student workers, and administrators of the San Mateo County Community College District.

**Public & Visitor:** Individuals who are not associated with any one of the groups above.

**Student:** Any admitted or enrolled Cañada College, College of San Mateo, or Skyline College student participating in any in-person activities.

**Volunteer:** A person providing service in the District and its colleges work for programs, offices, and various activities without compensation.

**Providing Proof of COVID-19 Vaccination, Requesting Medical or Religious Exemptions:**

Board Policy 2.90 requires all full-time employees, less-than-full-time employees working on a District site and students taking classes or participating in activities on-site to be vaccinated from COVID-19, unless granted an exemption.

- 1) **Employees** and **students** must provide proof of being fully vaccinated against the COVID-19 virus, or receive an approved medical or religious exemption
  - a) Fully vaccinated is defined by the Centers for Disease Control and Prevention (CDC) at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html> and is subject to change.
  - b) Employees and students may need to provide updated documentation of fully vaccinated status as the CDC changes their definitions and requirements.
- 2) **Additional Requirements for Individuals Approved for Medical and Religious Exemptions:**
  - a) Medical or Religious exempt individuals are subject to additional requirements with accessing district grounds, including, but not limited to:

- i) Continued face covering requirements while indoors or in crowded outdoor spaces
  - ii) Weekly COVID-19 testing conducted on-campus (see Program Prevention Plan)
  - iii) Isolation measures when testing positive or exhibiting symptoms consistent for COVID-19.
  - iv) Quarantine measures when exposed to an individual who has tested positive or exhibited symptoms consistent for COVID-19.
- Full-time District employees must be fully vaccinated\*\* against COVID- 19, unless approved as exempt due to verified medical or religious reasons (as defined in federal or state policy)
  - Any less than full-time employees (adjunct faculty, short term temps, student assistants) who access campuses, the District office, District facilities, and/or participate in off-site work in-person for the District, must be fully vaccinated\*\* against COVID- 19, unless approved as exempt due to verified medical or religious reasons as defined in federal or state policy
  - All students attending classes, programs, utilizing services or participating in any activity on any campus must be fully vaccinated\*\* against COVID-19, unless approved as exempt due to verified medical or religious reasons as defined in federal or state policy. (see Ways to Assess When a Student is “Approved for In Person”).
    - Middle College Students are subject to the SMCCCD COVID-19 Vaccination policy
    - Concurrent Enrollment Students who attend in person classes on district grounds are subject to the SMCCCD COVID-19 Vaccination policy
    - CCAP Dual Enrollment Students are subject to the SMCCCD COVID-19 Vaccination policy and administrative procedures as they align to local K-12 school districts and their respective county offices of education
    - All Other High School Student Groups who attend in person classes on district grounds are subject to the SMCCCD COVID-19 Vaccination policy
    - Community Education Students who attend in-person instruction on campus are subject to the SMCCCD COVID-19 Vaccination policy
  - Volunteers that are not otherwise students or employees must be fully vaccinated\*\* if participating in any activity on campus. See volunteer [forms](#)
  - Contractors shall comply with district policy and assume responsibility to ensure that their agents and employees undertake appropriate safety measures consistent with SMCCCD. In consideration of the nature of the contractor's services (including proximity to members of the District community), duration, and extent of on-campus presence, the District may also require that a contractor's agents and employees be fully vaccinated\*\*.

### **Confidentiality of Health Information**

The District’s database systems maintain levels of security and confidentiality consistent with FERPA and HIPAA regulations. Student & Employee data is stored in Banner/WebSMART and is encrypted. Access to data is available only to employees who are authorized for specific information in the system. Additionally, a multi-factor authentication is employed to increase integrity and security. Annual review is conducted for recertification of database access for all employees.

### **Public & Visitors**

The District will continue to allow the public and visitors access to its facilities (campuses). Interactions with members of the public may require an appointment, depending on the length of the interaction (and depending on campus/office).

The public and visitors to campuses, the District office or other District facilities are not subject to vaccination verification but must comply with safety guidelines and other policies in place by the District. Unvaccinated individuals must wear a face covering when entering district buildings (should county directives be rescinded).

### **Compliance**

Board policies and administrative procedures will be utilized to address any disruptive behavior for individuals who are having difficulty complying with any on-site compliance requirement.

The District's culture around addressing any compliance violation should be handled with patience, compassion, and education. Faculty, classified professionals, and administrators will apply these strategies to support and promote compliance.

**Employees:** Failure to comply with District policies may result in progressive discipline. Ed code Sections [87660 – 87683](#); [87730 – 87740](#); 70920(d), [87665](#). [AFT Contract, Article 25](#); [CSEA Contract, Article 20](#); [AFSCME Contract, Article 16](#). *BP 4.45 Dismissals and Disciplinary Action & AP 4.45.1*.

**Students:** Failure to comply with District policies may result in discipline (*BP 7.69 Student Conduct & AP 7.69.1 Standards of Student Conduct, Prohibited Actions and Disciplinary Procedures* address campus and classroom conduct).

**Public and Visitors:** Failure to comply with District policies may result in restrictions from campuses (*BP 7.69 Student Conduct & 7.69.3 Barring Non-Students from Campus*).