



## **FREQUENTLY ASKED QUESTIONS**

### **Vaccination and Testing Program**

September 17, 2021

On Thursday, September 9, 2021, the District first announced plans to implement the vaccination and testing program for employees and students in order to be in compliance with [Board Policy 2900](#). The policy requires proof of COVID-19 vaccination as a condition of employment or regular testing for persons with an approved exemption for in-person, onsite access to LACCD colleges and District property.

There have been some logistical and technical challenges during the initial rollout, and the District thanks you for your patience and understanding as we work with our official providers (Cleared4 and Biocept) to refine a program of this scale for tens of thousands of active employees and enrolled students.

The following Frequently Asked Questions (FAQ) list represents the top questions or concerns shared with the District to date. This FAQ list is dynamic and is subject to change. It will be posted online and updated, as needed, on the District's [COVID-19 webpage](#). Additional FAQ information is already posted online regarding the new Board Policies.

#### **TOP MOST ASKED**

##### **1. Why is the District requiring vaccinations?**

The vaccination and testing program being implemented is in response to the changes approved by the Board of Trustees on September 1, 2021 to [Board Policy 2900](#) which now state:

*As a condition of employment and a condition to physically accessing any District building, classroom, library, gymnasium, facility, or other indoor setting, all District employees shall present proof that they have been fully vaccinated against the SARS-CoV-2 virus (COVID-19) unless exempt for medical or religious reasons.*

*As a condition to physically accessing any District building, classroom, library, gymnasium, facility, or other indoor setting, all District students shall present proof that they have been fully vaccinated against the SARS-CoV-2 virus (COVID-19) unless exempt for medical or religious reasons.*

*Employees and students who are granted a medical or religious exemption shall undergo regular testing for COVID-19 infection and shall produce proof of negative COVID-19 test results.*

##### **2. Why do I have to do the baseline COVID-19 test, especially if I am already fully vaccinated?**

The baseline test, which is free to you, is part of the program's onboarding process for your safety and the safety of your colleagues and students. The baseline screen will help further validate your vaccination status and help the District with contact tracing for positive cases. Los

Angeles County Department of Public Health officials recommend testing because even people who are fully vaccinated can in some cases be infected with the stronger variants of the virus.

### **3. Why do I have to provide my insurance information?**

Your health insurance helps to cover the cost of the test, similar to services you may receive from a doctor, dentist, care center or hospital. All testing labs require this. If you do not have insurance, you will state this as part of your account creation with Cleared4. You do not pay any out-of-pocket costs for the tests.

### **4. What if I don't have insurance?**

COVID-19 tests are free to you, there is no out-of-pocket cost, whether getting a COVID-19 test from Biocept or anywhere. Nobody will be charged for testing, regardless of insurance status.

### **5. How do I report that I have no medical insurance?**

When uploading your information into your Cleared4 account, if you don't have medical insurance, clearly write on a piece of paper: "I (insert name and date of birth) do not have medical insurance." Print your name. Sign and date it. Take a picture of this statement and upload it instead of your insurance card.

### **6. Why is the District placing this burden on employees and/or students who are working or learning only from remote platforms only and who are not accessing the colleges or District property in person?**

Students who are 100 percent enrolled in remote classes and who have no plans to access the colleges or District facilities in person will not be required to provide vaccination information or complete the baseline test. However, if you are an active, enrolled student now, consider your plans might change for the Winter Session or Spring 2022 Semester, and those students might want to consider creating an account now.

For employees, Board Policy 2900 clearly states that disclosure of vaccination status or proof of an approved exemption for medical or religious reasons and proof of a current negative COVID-19 test is a condition of employment for all employees. There is no distinction made regarding your instruction platform or physical residence.

### **7. Where are the forms for vaccination exemptions for employees?**

Employees may access the Vaccination Exemption Request Forms for medical or religious reasons by going to the [Employee Portal](https://myportal.laccd.edu/irj/portal) ( <https://myportal.laccd.edu/irj/portal> ). Navigate to the "Covid Exemption Form" and following the instructions or other prompts.

### **8. Where are the forms for vaccination exemptions for students?**

Students may access the Vaccination Exemption Request Forms by going to the [Student Portal](https://mycollege.laccd.edu) ( [MyCollege.laccd.edu](https://mycollege.laccd.edu) ). Navigate to the COVID-19 Vaccination Exemption tile and follow the prompts. Select either the Medical or Religious Exemption Request.

### **9. I never received a message from Cleared4 with a unique link to create a secured account for my information and testing, what do I do?**

All currently employed faculty and staff should have received the Cleared4 message. Contact the Cleared4 Help Desk by email to [covidcolleges@biocept.com](mailto:covidcolleges@biocept.com) if you are a currently employed faculty or staff and have not yet received the original email to set up your account. In some cases, the original email from Cleared4 may have gone into current employees' spam or junk folders, so be sure to check there first before contacting Cleared4.

Adjunct faculty who have an LACCD email address, but who do not have an active instruction assignment for employment purposes were not included in the Cleared4 message as the rollout is initially focused on LACCD personnel currently employed by the District.

Any non-active faculty without a current teaching assignment for employment and no Cleared4 account must use the self-serve, self-check process for visitors at the colleges' Welcome Center each time they intend to be onsite at a college.

Students who are not currently enrolled in any classes also were not contacted during this first phase. Students who attempt to access the colleges in person without a Cleared4 account also must first check in at the Welcome Centers and use the self-serve computers just like a visitor for check in screening.

In addition to the check-in process, all persons must continue to properly wear masks or facial coverings while indoors per county [Health Orders](#) and [Board Policy 2800](#).

**10. I deleted my messages from Cleared4 because I thought they were spam or suspicious, what do I do?**

Messages from Cleared4 will show the following "sent from" address: [no-reply@cleared4work.com](mailto:no-reply@cleared4work.com) and are legitimate.

Contact the Cleared4 Help Desk by email to [covidcolleges@biocept.com](mailto:covidcolleges@biocept.com).

They will resend your personalized link to the Cleared4 platform so you can set-up an account. Look for an email from [no-reply@cleared4work.com](mailto:no-reply@cleared4work.com).

**11. I did not understand that the link sent to me to create my account was unique to me only and should not be shared. I shared with several others. What do I do?**

Contact the Cleared4 Help Desk by email to [covidcolleges@biocept.com](mailto:covidcolleges@biocept.com)

**12. How do I contact Biocept with questions about my test appointment or other issues?**

Use the same Help Desk email at [covidcolleges@biocept.com](mailto:covidcolleges@biocept.com)

**13. I did receive the Cleared4 message to create my account, but I don't know where to begin, what do I do?**

One of our LACCD colleagues put together a short "how to" video on what to do after you have received your Cleared4 message and unique link. This gives you a good idea of what to do. Watch the video online at: <https://youtu.be/FHvDYOosGRg> .

**14. I have done everything required for my account and onboarding process and now have my Clear Pass. What does this mean and how do I use it?**

The Clear Pass (aka Green Pass) means you are cleared to be in person at an LACCD college or District facility. Employees and students should anticipate that they will be required to show their Clear Pass on demand by college or District officials. A limited number of trained District officials will be able to regular monitor this information for compliance.

## EXCEPTIONS AND EXEMPTIONS

### **15. The current deadline for compliance is October 8, 2021. What options are there for extension?**

There are two (2) deadlines to meet.

October 8 is the deadline to create your Cleared4 account and to complete the baseline test as part of the required onboarding process.

The second deadline is October 18 to either successfully upload proof of your vaccination status or to have an approved vaccination exemption on file with the District for medical or religious reasons. You should submit your completed and signed exemption form to the District no later than October 11 to assure that there is enough time to review and approve it. See questions #7 and #8 above for information on where forms are located.

Employees with an excused absence who cannot meet the deadlines must contact their immediate supervisor and Human Resources as soon as possible before October 18, 2021.

Students who cannot meet the deadlines must contact the home-college's Office of Student Services as soon as possible before October 18.

### **16. I moved out of state, or moved to Northern/Central California. I work for LACCD in a 100 percent remote environment and have no intention of coming back or to be in person. What do I do?**

Compliance with the Board Policy 2900 is a condition of your employment, regardless of your choice of your current physical location. Talk to your immediate supervisor and contact HR.

### **17. I am a student enrolled 100 percent in online classes. I have no intention of physically going to any college or District facility for any reason. What do I do?**

Students who do not intend to use on-campus libraries, labs, gyms, theaters or in-person meetings with faculty, admissions, financial aid or counseling or to come to campus for food distributions, do not have to participate. However, if you think you might come to one of the colleges or District facilities during the current academic year, you must follow the process to establish a Cleared4 account for vaccination and/or testing.

### **18. Why does the District's vaccination and testing process not cover visitors or members of the public who will come in person to our colleges or District facilities?**

The District's Board Policies can only mandate vaccinations and testing for employees and students, not the general public, including visitors. However, the County's [Health Orders](#) can and recently health orders were modified for the general public to prove their vaccination or testing status when entering bars, night clubs or lounges where the risk of community transmission is high.

Also, remember that per county health orders and [Board Policy 2800](#), all persons, not just employees or students, are required to properly wear mask or facial coverings while indoors, including at our college and District buildings.

### **19. Do visitors still do a self-check questionnaire before coming onsite to the colleges or District facilities?**

Yes. The visitor questionnaire is on the District's [website](#).

## TESTING & VACCINATION INFORMATION

### 20. Does the District provide vaccinations? Where can I get a vaccination?

There are more than 700 free vaccination sites throughout Los Angeles County. Most no longer require any appointment and many operate in the evening and on weekends. Check [here](#) for information from the Los Angeles County Department of Public Health for vaccination information and clinic locations. Many of our colleges are also working with providers to have vaccination clinics available onsite and information will be posted on the colleges' websites.

### 21. Why are employees and/or students not allowed to be tested with their trusted health care and medical providers?

Biocept is a trusted testing provider and the selected official partner for LACCD (and many other Institutes of Higher Education) for its COVID-19 testing. The baseline testing and weekly testing for those that are not fully vaccinated must be done with Biocept so that the District has proof of your compliance and for the state-required contact tracing if needed. The results are maintained in a secured database. Both Biocept and Cleared4 are HIPAA, FERPA and GDPR compliant.

### 22. What is the testing schedule?

Testing is done on a staggered schedule at all colleges and the District's ESC office. You can go to any location. As of September 20, 2021 the testing schedule will be as follows:

#### MONDAYS

LAHC, 9 a.m. – 4 p.m.

LASC, 7 a.m. – 3:30 p.m.

LAVC, 7 a.m. – 4 p.m.

LAPC, 8 a.m. – 4 p.m.

#### TUESDAYS

LAHC, 7 a.m. – 2 p.m.

LASC, 7 a.m. – 3:30 p.m.

LAVC, 10 a.m. – 6:30 p.m.

LAPC, 10 a.m. – 6:30 p.m.

#### WEDNESDAYS

LACC, 10 a.m. – 6:30 p.m.

WLAC, 7 a.m. – 1 p.m.

LATTC, 7 a.m. – 2 p.m.

ELAC, 7 a.m. – 4 p.m.

LAMC, 8 a.m. – 4 p.m.

#### THURSDAYS

LACC, 8 a.m. – 4 p.m.

WLAC, Noon – 6 p.m.

LATTC, 10 a.m. – 6:30 p.m.

ELAC, 10 a.m. – 6:30 p.m.

LAMC, 10 a.m. – 6:30 p.m.

#### FRIDAYS

LACCD ESC, 10 a.m. – 2 p.m.

### **23. How do I make an appointment?**

Use your Cleared4 account. You might first have to take the self-check survey to navigate to the testing link. This video might be helpful for you to watch regarding navigating through the Cleared4 process. Watch the video online at: <https://youtu.be/FHvDYOosGRg>.

### **24. Where are the testing sites located?**

Each college has designated a safe space for testing, as well as the District ESC. As of September 17, here are the following testing locations per site. Please look for signage when onsite.

ELAC – Building G5 Room LL009

LACC – AD Room 110

LAHC – General Classroom (GC) Room 110

LAMC – Instructional Administration Room 1005

LAPC – North Gym Room 5600

LASC – Lakin (gym) Room 120

LATTC – B4 Room 103

LAVC – Engineering Building Room 100

WLAC – MSA Room 6

LACCD ESC – Board Room, First Floor

### **25. How often do I have to test?**

This depends on who you are and what your status is.

As part of this program for compliance with the board policy, everybody must do the first baseline test, even if vaccinated.

If you have an approved exemption from vaccination, you must test weekly.

For both students and employees, if you are part of a college's athletic program or performing arts, check with that department at your home college because you may need more frequent testing as a condition of participating in those programs per County Health Orders.

For everybody, public health officials also recommend that you get tested regularly at this time for your safety and peace of mind.

### **26. What types of leave do I use for testing, especially the weekly testing for employees with exemptions?**

Employees may claim their time under "Work Related" leave – Code 1920 in the SAP payroll system.

### **27. Will vendors be provided the ability to communicate results with our trusted health care and medical providers?**

No. Results will be given directly to you, the individual (this may not always be an employee) It is your responsibility to communicate your information with your health care provider.

### **28. What do I do if I don't have a smartphone or other mobile device?**

Use your computer or laptop.

### **29. What do I do if I don't have a computer or laptop or any type of cellular smart device?**

The colleges are in the process of creating a space within their Welcome Centers where self-service computers and printers will be designated for use for Cleared4 and/or self-check purposes.

**30. If an employee has adverse side effects from the vaccination, are they able to file a Worker's Compensation case due to the mandatory requirement and condition of employment?**

It has not been determined if any possible side effects from mandated vaccinations will be covered by Workers' Compensation. However, if an employee believes they may have suffered an adverse effect and wants to file a claim, they should contact their immediate supervisor as soon as possible to initiate the process. Employees and their supervisors need follow the established process just like any other report of illness or injury suffered at work.