



# LACCD EMERGENCY OPERATIONS CENTER COVID-19 VACCINE AND TESTING REQUIREMENTS FOR ALL LACCD EMPLOYEES

September 8, 2021

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The Los Angeles Community College District ([LACCD](#)) cares about you and wants you to know that your safety is our Top Priority.

**The District's Board of Trustees has made a significant policy change about COVID-19 vaccine and testing requirements for employees impacting your employment status and your ability to have in-person access to our colleges and District facilities.** Please be sure to read this entire safety message and keep it available for reference. In a few days, you will receive more messages from the District and its official partners, Biocept and Cleared4, about what you need to know and do.

## WHAT YOU NEED TO KNOW RIGHT NOW

- The LACCD Board of Trustees on September 1, 2021 approved revisions to the existing enforceable [Board Policy 2900](#) to now state:

### **Vaccination and Testing Requirements**

*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.*

- **ALL District employees must follow the Board Policy.** This includes all full- and part-time faculty and classified staff, regardless of whether you are working remotely or in person. Employees may be subject to discipline for failing or refusing to comply with the vaccination or testing requirements. Academic and classified employees may be disciplined for cause as set forth in Education Code Section 87732 and Personnel Commission Rule 735.
- **No later than October 8, 2021, ALL employees must:**
  - Create a profile account with the District's official testing vendor, Biocept
  - Get a free COVID-19 test with the vendor
- **Prior to October 18, 2021, ALL employees must:**
  - Upload your vaccination information (if you are vaccinated)
  - Or submit a medical or religious exemption request approved by the District—you must allow at least two days for processing
  - **NOTE: ALL persons granted an exemption must be tested weekly by the District's official testing vendor as a condition of employment**
- If you have an excused absence and cannot meet the October 8 or October 18 deadlines to complete all required steps, you must contact the District's Human Resources Division and your immediate supervisor as soon as possible.



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- Effective **September 13, 2021**, the District and the colleges **will begin using the symptom self-check questionnaire provided by the District's official testing vendor Biocept instead of the existing questionnaire.**

## HOW TO GET TESTED

LACCD has selected Biocept as the District's official testing provider. Cleared4 will provide information to you soon about creating a secured, unique profile account and the steps to get tested with Biocept. All LACCD employees, regardless of vaccination status, are required to take an initial, free PCR COVID-19 test through Biocept. Only tests by Biocept will be accepted. Biocept will administer the COVID-19 PCR tests and Cleared4 will securely maintain testing and vaccination records for the District. Biocept and Cleared4 are HIPAA, FERPA and GDPR compliant.

As soon as possible after you have created your account, schedule an appointment to complete your initial COVID-19 test, regardless of your current vaccination status. For your convenience, you may schedule your COVID-19 PCR test for any available time at any of the nine colleges or District office.

- **NOTE:**
  - ALL employees must complete their initial, baseline COVID-19 test ONLY THROUGH Biocept as the District's official testing vendor
  - ALL required weekly testing for any employee with an approved medical or religious exemption must be completed through Biocept
  - ALL employees, regardless of vaccination status, can get tested weekly through CLEARED4 as an extra safety measure

## HOW TO SUBMIT PROOF OF COVID-19 VACCINATION

- Using your CLEARED4 profile account, you will upload your medical insurance card and your Center for Disease Control (CDC) Vaccination Card or electronic COVID-19 vaccination record.
- If you do not have medical insurance, write in that you do not have medical insurance

## HOW TO REQUEST A VACCINATION EXEMPTION

- **COVID-19 Medical Exemption**

The District is preparing a COVID-19 Medical Exemption Attestation Form which will be available through the online employee portal by **September 13, 2021**. When you complete the form, you will be able to save the document to your personal device.

To submit a COVID-19 Medical Exemption Attestation Form, sign onto the portal.laccd.edu and click on the "COVID-19 Exemption Form New" tile or link. Follow the prompts for uploading the completed form. Once you have successfully uploaded your completed form, you will receive an email confirming receipt within two days.
- **COVID-19 Religious Exemption**

The District is preparing a COVID-19 Religious Exemption Attestation Form which will be available through the online employee portal by **September 13, 2021**. When you complete the form, you will be able to save the document to your personal device.

To submit a COVID-19 Religious Exemption Attestation Form, sign onto the portal.laccd.edu and click on the "COVID-19 Exemption Form New" tile or link. Follow



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the prompts for uploading the completed form. Once you have successfully uploaded your completed form, you will receive an email confirming receipt within two days.

- **NOTE:** Employees with an approved medical or religious vaccination exemption **must undergo weekly COVID-19 PCR through Biocept** following the process described above. Only tests administered by CLEARED4 will be accepted as proof of compliance.

## **MASKING/FACIAL COVERING REQUIREMENTS**

UNTIL FURTHER NOTICE, in accordance with [Board Policy 2800](#) and regardless of vaccination status, all employees, students and visitors must correctly wear a mask or facial covering over their nose and mouth when indoors at any LACCD College or District building. If you do not have a facial covering, one will be provided to you.

## **SYMPTOM SELF-CHECK QUESTIONNAIRE**

Regardless of your vaccination status or most current COVID-19 test, all employees and students must complete the short, symptom self-check questionnaire for **every day** that you intend to be onsite at one of our colleges or District facilities prior to your arrival.

Effective **September 13, 2021**, the District and the colleges will switch to the short, self-check health questionnaire by Cleared4. The existing questionnaire that is currently in use on the District's website and the SAFE app will no longer be available at that time. The Cleared4 questionnaire will be similar and will be accessible via any phone, tablet or laptop connected to the internet. You will receive a text or email reminder with a personal link to take the survey.

## **“CLEAR PASS”**

You will receive a color-coded “Clear Pass” showing your approval to be onsite at the colleges or District facilities once you have completed your first baseline test, uploaded the required documents as noted above, completed the new self-check questionnaire and have done a weekly test if you have an approved exemption. Remember, all people with an exemption must complete a weekly COVID-19 test with Biocept.

Your “Clear Pass” will be sent to your phone or smart device for display similar to a boarding pass for a flight or electronic ticket to a movie or concert. This pass signifies you have completed all of the required steps and are cleared to enter any of the nine LACCD colleges or the District Office for the duration of the pass.

All employees and students may be required to show their Clear Pass to authorized personnel or at scanning stations prior to entering District property or buildings.

## **VACCINATIONS**

Public Health officials agree that the best prevention against COVID-19 is to get vaccinated. For your safety and the safety of your family, friends, and LACCD colleagues, the District urges you to get vaccinated now. More than 700 free vaccinations clinics are available throughout Los Angeles County, including at LACCD colleges. Click [here](#) to find one near you.

Sincerely,

*The Los Angeles Community College District Administration*