

COMPTON COMMUNITY COLLEGE DISTRICT COVID-19 VACCINE REQUIREMENT EXEMPTION PROCEDURE

The District **only** allows for exemptions to the COVID-19 vaccination requirement for employees and students based on a **medical exemption, disability accommodation, or sincerely held religious belief**. Employees and students seeking an exemption are **required** to complete and submit the appropriate forms outlined below.

All exemption requests are subject to review and approval by the Vice President of Human Resources.

CONFIDENTIALITY OF MEDICAL INFORMATION

Ensuring the confidentiality of all medical information obtained in connection with a request for reasonable accommodation, as well as the confidentiality of all associated communications during the interactive process is required by federal law. All documentation will be kept in a file separate from an individual's personnel file. Non-medical information obtained during this process will only be shared on an "as needed" basis with those involved in providing a reasonable accommodation.

PROCEDURE FOR REQUESTING EXEMPTION/ ACCOMMODATION

1. Written Request for Exemption/ Accommodation

The student or employee requesting an exemption from the vaccine requirement must complete and submit the appropriate exemption request form and certification:

For medical/ disability exemption: Medical Exemption and/or Disability Exception Request Form and Certification from Health Care Provider (must include the health care provider's printed name, license number, type of license, signature and date the statement is issued)

For religious exemption: Religious Exemption Request Form and Certification from Religious Leader

Forms are available here: <http://www.compton.edu/district/administration/human-resources/covid-19-employee-resources.aspx> or MyCompton portal.

Religious exemptions must be requested annually.

2. Provide Reasonable Additional Documentation

Following receipt of the request, the District may require additional information, such as reasonable documentation of the existence of any qualified disabilities or medical conditions, and/or sincerely held religious beliefs.

3. Interactive Process

The Vice President of Human Resources will arrange for an interactive process discussion with the student or employee and their representatives, if any. The purpose of the discussion is to work in good faith to fully discuss the student's or employee's request, and identify whether the student or employee is eligible for an exemption, and, if so, to determine whether the student or employee may be reasonably accommodated. The District may ask the student or employee relevant questions in order to make an informed decision about the request.

4. Determination of Request for Exemption/Accommodation

After all necessary information has been obtained and reviewed, the Vice President of Human Resources will determine if the exemption or accommodation sought will be granted or whether the student or employee may be reasonably accommodated (including the specific terms of any such accommodation). The determination will then be communicated to the student or employee. In the event that a request is denied because the District cannot provide a reasonable accommodation, the reason(s) for denial will be provided.

(Disability/Medical Accommodation):

The following must be considered in evaluating the request for accommodation:

(1) Determine that an individual who is not vaccinated poses a "direct threat" in the workplace; and (2) assess whether a reasonable accommodation would reduce or eliminate the threat.

(2) Direct Threat Assessment – Consider the following to determine whether the unvaccinated person poses a "direct threat":

- Duration of the risk;
- Nature and severity of the potential harm;
- Likelihood that potential harm will occur; and
- Imminence of potential harm.

Then consider the student's or employee's work environment:

- Ventilation;
- Frequency and duration of direct interaction the individual will typically have with others;
- The number of partially or fully vaccinated individuals already in the workplace;

- Whether other individuals are wearing masks or undergoing routine screening testing; and
- The spaces for social distancing.

(3) Would a reasonable accommodation reduce the risk of a direct threat? The District is required to provide a reasonable accommodation unless there is an undue hardship (significant difficulty or expense).

If accommodation of a medically-based request is not feasible under the circumstances, employees may be eligible to take a leave of absence under the leave provisions of the applicable collective bargaining agreement or Board Policy.

(Religious Accommodation):

The following factors can be considered in evaluating the request for exemption:

- Whether the student or employee has behaved in a manner markedly inconsistent with the professed belief (Example: the individual has received vaccines in the past);
- Whether the accommodation sought is a particularly desirable benefit that is likely to be sought for secular reasons;
- Whether the timing of the request renders it suspect; and
- Whether the District otherwise has reason to believe the accommodation is not sought for religious reasons.¹

ACCOMMODATIONS FOR APPROVED REQUESTS

Approval of an exemption request means the employee or student may be on campus without being fully vaccinated. Employees and students receiving an exemption or accommodation from the vaccination requirement are **required** to:

- Undergo monthly surveillance testing (testing frequency may be adjusted at the direction of the President/ Chief Executive Officer consistent with Paragraph 6 of Board Resolution No. 08-17-2021A)
 - Due to the highly contagious Delta Variant, effective October 1, 2021, the District is requiring weekly surveillance testing (consistent with Paragraph 6 of Board Resolution No. 08-17-2021A), until further notice.
- Wear a face mask at all times (except when outside and not in the presence of others)

¹ Questions and Answers: Religious Discrimination in the Workplace | U.S. Equal Employment Opportunity Commission (eoc.gov)

SURVEILLANCE TESTING

Employees and students may test at St. John's Well Child & Family Center, or any off-site location.

Employees and students subject to COVID-19 testing will be required to submit a negative test result each week in order to be admitted to campus. The test must be taken on or after Thursday of the prior week.

Test results must be provided to MyCompton portal by Monday at 10:00 a.m. Employees and students who fail to provide a negative COVID-19 test should receive an email from the District informing them that they are not allowed on campus until they provide a negative COVID-19 test result.

Employees may test during their work hours; employees electing to test during their work hours are required to make arrangements with their supervisor.