

Montgomery College

Employee COVID-19 Vaccination, Safety & Disciplinary Action Protocols

I. Introduction and Deadlines

In order to promote the health and safety of the College workforce, students, and visitors, Montgomery College requires all employees to be fully vaccinated from COVID-19 by November 8, 2021. In order to meet this deadline, employees must **provide proof of vaccination** to the Office of Human Resources and Strategic Talent Management (HRSTM) **by 5 p.m. on Friday, November 5, 2021** by completing and submitting the **COVID-19 Vaccination Verification Form** located on the [Report COVID-19 Vaccination Status webpage](#).

Employees may **request a medical or religious exception** to the COVID-19 vaccination requirement. Exception requests must be submitted to HRSTM **by 5:00 pm on Friday, October 29, 2021** by completing and submitting an online **Request a Medical Exception Form** or **Request a Religious Exception Form** located on the [Report COVID-19 Vaccination Status webpage](#).

Employees who do not submit proof of their full vaccination status will be considered not fully vaccinated for purposes of these Protocols.

II. Permitted Proof of Vaccination

The College will accept any of the following as proof of vaccination:

1. a copy of the COVID-19 Vaccination Card;
2. written confirmation of COVID-19 vaccination from a licensed medical provider; or
3. a copy of vaccination records from a public health or State immunization information system.

A digital copy of the required documentation (i.e., photo, scan, pdf) is acceptable.

Proof of vaccination must be uploaded through an online form via the secure MyMC portal, <https://info.montgomerycollege.edu/offices/human-resources/report-covid-19-vaccination-status.html>, by 5:00 p.m. on Friday, November 5, 2021.

III. Confidentiality of Information and Documents Provided

Documents regarding employee vaccination status and written requests for medical and religious exceptions will be kept confidentially in a manner similar to the way the College maintains employee medical information.

Vaccination status and medical and religious exception documentation will be maintained in a manner designed to minimize the number of employees who have access to the documents. Only those with a need to know will have access to this information, which may include HRSTM and supervisory employees.

IV. Time Off for Vaccinations and Recovery

Employees are permitted to use their available accrued annual, sick/safe, or personal leave to obtain COVID-19 vaccination and recover from the side effects of vaccination.

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V. Reasonable Accommodation / Exceptions

Employees who seek a reasonable accommodation to the vaccination requirement must submit a reasonable accommodation request to HRSTM by completing and submitting an online **Request a Medical Exception** form or **Request a Religious Exception** form located on the [Report COVID-19 Vaccination Status webpage](#).

The two permissible bases for exceptions are for medical reasons and sincerely held religious beliefs, practices, and observances. At an employee's request, the College will conduct an individualized assessment to determine whether to approve a reasonable accommodation request, including whether an exception will create an undue hardship. The College will follow the standard accommodation process when considering exception requests. The College may deny requests for reasonable accommodation that create an undue hardship under applicable law. The College will also consider through an individualized assessment whether non-compliance with the vaccination mandate or other safety protocol(s) may result in a direct threat to the safety of the employee or others.

VI. Safety Protocols

Beginning November 8, 2021, employees who are not fully vaccinated (see definition below) or have not been approved for an exception will be considered non-compliant and will not be permitted on campus or permitted to continue working (include teleworking).

An employee will be considered **fully vaccinated** when at least two (2) weeks have elapsed after the second dose in a two-dose COVID-19 series or at least two (2) weeks have elapsed after a single-dose COVID-19 vaccine. Currently accepted COVID-19 vaccinations include: Pfizer-BioNTech, Moderna, and Johnson & Johnson Janssen.

A. Requirements for Employees Whose Exception Request Has Been Granted

The following rules apply to employees whose exception request has been granted:

1. Employees who have been granted an exception to the COVID-19 vaccination requirement are required to test weekly for COVID-19 and submit the results to HRSTM (web address forthcoming).
2. The weekly testing schedule will be determined by the College's Public Health and Environmental Safety office.
3. Each test is considered a separate event.
4. Testing must be performed at a Montgomery County COVID-19 Testing Clinic or on a Montgomery College campus. A list of approved locations is available at <https://www.montgomerycountymd.gov/covid19/testing.html#clinics>. If you cannot be tested at an approved site, please contact - publichealth@montgomerycollege.edu. Up to two (2) hours of paid time will be provided to employees to obtain testing.
5. Employees shall complete the [Daily COVID-19 Symptom Self-Assessment](#).
6. Employees must adhere to any other health and hygiene protocols in place (i.e., masking, handwashing, social distancing) as determined in the sole discretion of the College.

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B. Weekly Testing Schedule for Employees with an Approved Exception

In concert with the Montgomery College vaccination and COVID-19 Testing schedule, employees that have been approved for weekly testing are required to adhere to the following testing schedule, which the College may change in its discretion.

If First In-Person Day Is:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Then Test Day is:	Thursday Test	Friday Test	Saturday Test	Sunday Test	Monday Test	Tuesday Test	Wednesday Test

**Example: If your in-person work/class week begins on Sunday, you are required to be tested by Thursday of the previous week.*

Questions concerning the schedule should be directed to PublicHealth@montgomerycollege.edu.

All employees are required to upload their results through an online form located in the secure MC portal (web address forthcoming). If you do not receive your test results within 48 hours of testing, please contact the state lab at (410) 457-3716. Employees may contact the County Health Department if there are issues with testing and/or testing results by contacting Mark Arsenault at the County Health Department, Mark.Arsenault@montgomerycountymd.gov.

VII. Schedule of Progressive Discipline

Progressive discipline, up to and including separation of employment, will begin at the first occurrence of non-compliance with these Protocols. Minimally this includes:

1. Failure to report vaccination status by 5pm on November 5, 2021, without an approved exception.
2. Failure to adhere to the testing requirements for approved medical and religious exceptions by not submitting timely test results, as required by these Protocols. **Each required test is considered a separate event.**

Effective November 8, 2021, the following disciplinary process will be applied regarding these Protocols. This disciplinary process applies to employees who (1) are not approved for an exception and do not comply with these Protocols; and (2) who are approved for an exception and do not comply with these Protocols as they pertain to such employees.

1. **Stage One** - The first time an employee is in violation of these Protocols will result in a written reprimand. The employee will be provided three (3) workdays to establish compliance with these Protocols (i.e., proof of full vaccination or approved exception with required negative test). The employee must use available annual or personal leave during this period and is not permitted to work (including telework) during this period. If no leave is available, the employee will be placed in a leave without pay status. The employee must submit to the secure MC portal a negative COVID-19 test taken no more than 72 hours before the employee returns to campus.

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2. **Stage Two** - The second time an employee is in violation of these Protocols will result in a three (3) day unpaid suspension. The employee will be provided three (3) workdays to establish compliance with these Protocols (i.e., proof of full vaccination or approved exception with required negative test). The three (3) workday period to establish compliance is concurrent with the three (3) day unpaid suspension. The employee must submit to the secure MC portal a negative COVID-19 test taken no more than 72 hours before the employee returns to campus. The employee may not use available leave during the suspension.
3. **Stage Three** - The third time an employee is in violation of these Protocols will result in an unpaid suspension of up to 30 days. An employee who is not compliant at the end of the 30-day period will be terminated. An employee who becomes compliant during the 30-day period can return to work so long as the employee submits to the secure MC portal a negative COVID-19 test taken no more than 72 hours before the employee returns to campus and proof of compliance with these Protocols (i.e., proof of full vaccination or an approved exception with required negative test). The employee may not use available leave during the suspension. An employee terminated pursuant to these Protocols will be considered as terminated for cause. Employees who are subject to termination pursuant to these Protocols will be offered the option of resigning in good standing in lieu of termination.

VIII. Partially Vaccinated Employees as of or after November 8, 2021

Employees who are only partially vaccinated by November 8, 2021 will be granted a 30-day allowance to complete their vaccination process during which they must adhere to the College's COVID-19 testing protocol. An employee becomes fully vaccinated when at least two (2) weeks have elapsed after the second dose in a two-dose COVID-19 series or at least two (2) weeks have elapsed after a single-dose COVID-19 vaccine. The CDC recommends that there be 21 days between the 1st & 2nd doses of the Pfizer and Moderna vaccines.

Employees who are only partially vaccinated by November 8, 2021 must: (1) notify HRSTM by 5pm on November 5, 2021 via EmployeeExceptionRequests@montgomerycollege.edu regarding their status, including the date of the first dose (Pfizer or Moderna) or single dose (Johnson & Johnson), and the date the employee is scheduled to receive their second dose (if applicable); and (2) adhere to the College's COVID-19 testing protocols until the employee is fully vaccinated.

Employees who are vaccinated after November 8, 2021 will be considered partially vaccinated as of the date of their first dose, and they must follow the other requirements of these Protocols.

Employees falling under this section who do not complete the vaccination process after the allotted time to become fully vaccinated are subject to progressive discipline consistent with these Protocols.

IX. Restrictions for Non-Compliant Employees

Employees who are in violation of these Protocols are not permitted to telework, are ineligible to use EAP funds, may not engage in College-sponsored travel, and are ineligible for other discretionary programs.

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X. Newly Hired Employees

Individuals receiving offers of employment are required to comply with all College COVID-19 requirements. Offers of employment extended after October 1, 2021, are contingent upon candidates providing proof of being fully vaccinated or obtaining approval of a medical or religious exception.