

To: Montgomery College Employees
From: Krista Leitch Walker, Vice President/Chief Human Resources Officer
Subject: **Coronavirus: Vaccination Documentation and Exception Requests**
Date: October 15, 2021

Good afternoon. As you may know from [Dr. Dukes' September 16, 2021 memo](#), Montgomery College employees are required to submit their proof of COVID-19 vaccination by November 8, 2021. Those employees seeking a medical or religious exception are expected to submit their requests to the Office of Human Resources and Strategic Talent Management (HRSTM) by October 29, 2021, so that they can be processed by November 8. This memo serves to convey that submission tools are now live on the HRSTM website and employees are encouraged to use them as soon as they are able.

COVID-19 Vaccinated Employees

For employees who are fully vaccinated and submitting their proof of vaccination, please go to the [main page](#) and complete the online **COVID-19 Vaccination Verification Form**. You will need to have the following information on hand to complete the form:

- A copy of your COVID-19 vaccination card, written confirmation of COVID-19 vaccination from your medical provider, or a copy of your vaccination record from the health department (PDF or image files only) for upload. (If you have lost or misplaced your vaccination card, please contact your state's health department. For a list, please visit the [Employee FAQs about Vaccination and Testing webpage](#).)
- The name of the [U.S. approved and authorized COVID-19 vaccine](#) you received (i.e., Johnson & Johnson Janssen, Moderna, or Pfizer-BioNTech)
- The date of your final vaccine (for Johnson & Johnson Janssen - the date of your first/only shot, for Moderna or Pfizer-BioNTech – the date of your second shot). Please note that we are not asking for COVID-19 vaccination booster information at this time.

Employees Seeking Medical or Religious Exceptions

Employees seeking exceptions from the COVID-19 vaccination requirement for medical or religious reasons, please go to the [main page](#) and complete the **Request a Medical Exception Form** or **Request a Religious Exception Form**. You will need to have the following information on hand to complete the online form:

- Requests for medical exceptions: a completed [Medical Exception for COVID-19 Vaccination form](#) signed by your medical care provider for upload.
- Requests for religious exceptions: a statement explaining why the COVID-19 immunization requirement is contrary to your sincerely held religious practice or belief.

Only exceptions for medical or religious reasons will be considered.

HRSTM will provide further information and instructions to individuals requesting exceptions. Employees with exception requests that are pending a decision notification from HRSTM are required to fully adhere to the College's COVID-19 testing protocol.

Chesapeake Regional Information System for Patients (CRISP)

On the forms you will note that the College will be consulting the Chesapeake Regional Information System for Our Patients (CRISP) which is the Maryland State health information exchange. This database enables us to confirm vaccination and testing records, as they are all linked to the CRISP system. For anyone who was vaccinated in Maryland, the CRISP system should already have your information on record. This allows the College to confirm COVID-19 vaccination and testing records and no other health information.

Safeguarding Employee Data and Records

Montgomery College is committed to safeguarding personal employee information in its possession. Data security controls are in place to protect confidentiality of the information and ensure its use only for College business purposes.

Compliance Requirements

Protecting the health and safety of our employees, our students, and our community is the College's duty and the purpose behind these actions. All employees are required to submit proof of COVID-19 vaccination status or fully adhere to COVID-19 testing protocols with approved exceptions for medical or religious reasons. Employees who fail to comply with these requirements will be subject to disciplinary action up to and including termination based on collective bargaining agreements and College policies and procedures.

For More Information or Assistance

For more information about COVID-19 vaccination reporting, exception requests, and testing protocols, please visit the [Returning to Campus: Faculty and Staff FAQs](#) web page.

Managing employee vaccination and testing is a new process with layers of process and technology involved. The Office of Human Resources and Strategic Talent Management appreciates your patience as we work through processing vaccination confirmations and requests for exceptions. If you encounter questions here are some resources with whom you can consult:

- For medical and religious exception questions: EmployeeExceptionRequests@montgomerycollege.edu
- For health and safety questions: PublicHealth@montgomerycollege.edu
- For technical questions about the online forms: ITServiceDesk@montgomerycollege.edu or (240) 567-7222

Thank you in advance for your cooperation in helping to make Montgomery College a safe and healthy place for teaching, learning, and working.