Frequently Asked Questions for Employees as of August 29, 2021

Vaccination Policies and Procedures

1. **Do I need to be vaccinated?**

Yes, there is a mandatory vaccination policy for district employees, students, and contractors as is noted in the Chancellor’s announcement from August 5, 2021.

2. **Where can I get vaccinated?**

Laney College has secured an agreement with the County to make vaccinations available every Friday through October 1 at the Campus Quad in the Odell Johnson Theater Lobby from 1:00 to 3:30 p.m. This will allow for students and employees to be vaccinated either with or without an appointment (reservation links may be found here (https://my.primary.health/r/clayworthvaccine)).

Employees in need of vaccination may also contact their healthcare provider, use the free Alameda County Public Health Department vaccination service, or visit a commercial pharmacy, as most offer free vaccinations as a walk-up service.

3. **Where can I be tested for COVID?**

Testing is available at the Kaiser Convention Center Building. Information, including hours, may be found here. (https://covid-19.acgov.org/covid19-assets/docs/testing/free-covid-testing-flyer-eng-2021.01.25.pdf)

4. **What is the deadline to submit proof of vaccination and how do I do submit it?**

Per the District COVID-19 Vaccination Policy, October 7, 2021 is the deadline for PCCD employees to upload their proof of vaccination. Failure to comply with the vaccination policy requirements may be grounds for administrative action. Employees need to upload via the webpage Company Nurse (link found here), which Laney College is using for both for daily screenings to enter campus and Human Resources is using for storing vaccination information. Instructions for using Company Nurse are available here and on Safe Peralta.

5. **Can an employee request to be exempt from the vaccination policy?**

- Forms are bulletized below. Once completed, email them to hr@peralta.edu. They are due by October 7th. For questions about uploading the forms, contact screen@companynurse.com. For other questions, email hr@peralta.edu.
- **Medical Exception Form**
- **Certification From Medical Professional**
- **Religious Exemption Form**

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6. If I request an exemption, will I need to be tested weekly? How will I submit my negative test results?

Yes, you will need to be tested weekly. Results will be uploaded in Company Nurse.

7. If I am only teaching online, do I need to be vaccinated?

Yes. Employees of the district need to be vaccinated as a condition of employment.

8. Do students need to be vaccinated?

Yes. The mandatory vaccination policy includes students, who need to submit their proof of vaccination or exemption request by October 7. Guidance for them to submit is forthcoming from the district.

9. What if I am partially vaccinated?

- Proof of full vaccination must be submitted by October 7. Employees receiving one shot in a two-shot series are not considered “fully vaccinated.”
- Individuals are considered “fully vaccinated” when two weeks have passed since they completed a COVID-19 vaccine series.

10. How safe is my vaccination data in the District records system?

- All employee data records per policy lie with the District Office of Human Resources, which is subject to privacy laws.
- For more information, email hr@peralta.edu.

11. Where should I refer students who have questions about testing or vaccinations?

Refer them to the Oakland Roots Community Health Center, located at 9925 International Boulevard, Oakland, 94603 (Phone: 510-777-1177).

**Reporting Symptoms and Positive Tests Policies and Procedures**

12. What are COVID symptoms?

(1) Fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.
13. **What should I do if I have COVID symptoms?**

Employees should immediately report to their manager or supervisor or to the Office of Human Resources any of the following: (1) the employee’s presentation of COVID-19 symptoms; (2) the employee’s possible COVID-19 close contact exposures; (3) possible COVID-19 hazards at PCCD (Peralta Community College District) worksites or facilities.

14. **How do I report I had a positive COVID test?**

Inform your supervisor or any Laney College administrator.

15. **What do I do if a student informs me they had a positive COVID test?**

- Instruct the student not to come to campus.
- Report that information to your manager immediately.

16. **Will the college be informed when there are positive tests?**

- The College is required by law to publicly report positive tests. All specifics about what is reported to the College will be withheld as much as possible in the public reporting of positive tests.
- Within one working day, the College President informs the campus community through the “FAS” email system.

17. **What is the college procedure when there is a positive case on campus?**

a) College manager is informed of a positive case.
b) College manager informs District Health Nurse Mia Kelly, President Besikof, Director of Facilities Amy Marshall, and Vice President Becky Opsata of particular details in the case. The manager should send one email to all four people.
c) Director of facilities directs cleaning and sanitizing of the space.
d) College president informs campus via email within one day.
e) District health nurse relays information to the County of Alameda. County begins contact tracing if it is a student, District begins if it is an employee.
f) Vice president of instruction or other senior leadership informs others in the group via email of the interaction. (For example, other students who were in class with the student with a positive case.)
g) Student or employee quarantines and can return to campus after 10 days of quarantine, if NOT symptomatic (no test required).
h) Per county guidelines – groups with fewer than 3 positives may continue to meet in-person, if 3 or more positives, the group meetings must convert to online or pause.

**Campus Entrance Policies and Procedures**

18. **Does everyone need to wear a mask while on campus?**

Yes, there is a 100% masking policy. All individuals will be required to properly wear a face mask that covers your mouth and nose while on PCCD property. The only exception is if you are working alone in a private, enclosed office.
19. **How do I enter campus?**
   - First, complete your daily health screening using the Company Nurse webpage which you can do from home. ([Company Nurse webpage](https://screen.companynurse.com/e1e97fb066927023fcdf))

   *(Cell phone user tip: If you are using your phone, it may be easiest to screenshot the green screen you receive so you can easily show that screen to security upon your entrance to campus.)*

   *(Desktop user tip: If you are doing the check-in on a desktop, please print your green certification screen so you can easily show it to security.)*

   - Second, show your green screen or printout at any of the campus access points. If you need technical assistance or a printer, go to the Tower Lobby.

20. **Where are the campus entry points at which I will have to show my green phone screen or printout?**

    These entry points will be open between 7:30am and 8:30pm Monday – Friday.

    - Athletics Fieldhouse
    - Library
    - Lower A
    - Lower B
    - Lower B/C (near the Cosmetology lab)
    - Lower F
    - Lower G
    - Student Center

    For Saturday classes, there will be entry points near the class locations in advance of the start times, and there will be a security presence on campus remaining throughout the day.

21. **What if I have a problem the check in process?**

    Go to the Laney Tower Lobby.

22. **Do I have to sign up for campus access using the same process as was used this summer and fall?**

    - Only if you are accessing on a “one-time basis.” To request access through your supervisor, submit the request form found here: [Campus Access Request Form](https://tinyurl.com/y6h37bee)

    - Those having classes or working regular hours do not need to request access.
23. **Do we have to have parking passes?**

No. Parking passes are not required for anyone during Fall 2021.

24. **What services will be offered in person?**

- The library, food services, bookstore and cashier services will be available from 10-4 Monday through Thursday.
- The Fab Lab will be open Monday through Thursday from 9:00 am -7:00pm.

25. **Will I be able to get copies made for my classes or other College work?**

The Instructional Media Center (IMC) does not have face-to-face service in Fall 2021, but it will print materials and will deliver the pages to the Tower Lobby. To request service, email the IMC at laneyimc@peralta.edu.

26. **Are security escorts available?**

Yes. Security escorts are available by calling (510) 464-7236.

27. **Will the Tower be open?**

- The Tower Lobby is open to the public. The upper floors are open for employees.
- Masking procedures must be followed.
- Drinking fountains are not turned on at this time. Please bring your own water in reusable bottles.

28. **Will bathroom facilities be open?**

Yes. Most bathrooms on campus will be open.

29. **Is there drinking water available?**

Drinking fountains are not turned on at this time. Please bring your own water in reusable bottles.

**Update:** Bottled water is now available to those in urgent need of it at the Tower Lobby, Student Center (First Floor), and the Library Entrance.

**Ongoing Updates and Questions**

30. **Where can we go for updates and policy related information on COVID-19 and vaccinations for Peralta?**

Safe Peralta website at [https://safe.peralta.edu/](https://safe.peralta.edu/)

31. **Where can I ask questions or express concerns about returning to campus?**

You may contact District Human Resources at hr@peralta.edu

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