



## **COVID -19 Vaccination Policy**

WISH Community school and WISH Academy are both located on a property owned by the Los Angeles Unified School District. WISH Community and Academy are also charter schools authorized by the Los Angeles School District. As such, WISH is subject to and fully complies with the Los Angeles Unified COVID-19 vaccination policies for students and staff/volunteers.

The aforementioned LAUSD approved policies are shared and linked below along with information about the most recent amendment to the student policy made on December 14, 2021 LAUSD Special Board Meeting requiring all district approved charter schools to post their vaccine policies, COVID safety plans and COVID testing/case data.

As an entity subject to the LAUSD COVID-19 vaccine policies WISH requires:

- All employees, on campus workers, and volunteers to be fully vaccinated to access the WISH campus facility.
- All students 12 years or older shall be vaccinated by return to school August 2022 unless approved for an exemption as outlined by the LAUSD vaccine policy.

## **Staff/Volunteer Vaccination Policy for adults working at LAUSD facilities per LAUSD August 13, 2021**

<https://achieve.lausd.net/employeevaccine#:~:text=Employee%20Vaccination%20Requirement,19%20by%20November%2015%2C%202021>.

## **COVID-19 VACCINATION REQUIREMENT FOR EMPLOYEES AND OTHER ADULTS WORKING AT DISTRICT FACILITIES**

As part of Los Angeles Unified School District's efforts to provide the safest possible environment in which to learn and work, all District employees will be required to be fully vaccinated against COVID-19 no later than October 15, 2021 (Amended October 11<sup>th</sup> to be no later than November 15, 2021). This requirement also applies to District partners, contractors, co-located charter school employees, and other adults who provide services on District property. The purpose of this correspondence is to inform District staff of the

vaccination requirement as a condition of continued employment/service, as well as the supports in place to assist with receiving the vaccination and/or verifying vaccination status, and the process for seeking a medical or religious exemption from this requirement. In addition, per the State Public Health Officer Order of August 5, 2021, all employees who provide services or work in healthcare facilities must have their first dose of a one-dose regimen or their second dose of a two-dose regimen by September 30, 2021. We care about our employees and we appreciate your commitment to maintaining the safest possible environment for our colleagues and the students and families we serve. Please see the pages that follow for protocols and procedures.

**COVID-19 VACCINATION REQUIREMENT PROTOCOLS AND PROCEDURES Required Documentation Pursuant to the CDPH Guidance for Vaccine Records Guidelines & Standards, only the following modes may be used as proof of vaccination:**

1. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes the name of the person vaccinated, type of vaccine provided and date of the last dose administered); OR 2. a photo of a Vaccination Record Card as a separate document; OR 3. a photo of the client's Vaccination Record Card stored on a phone or electronic device; OR 4. documentation of COVID-19 vaccination from a health care provider; OR 5. digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR 6. documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards. "Fully-Vaccinated" Fully-vaccinated" refers to an individual who has received the first and second doses of the vaccine (or, in the case of Johnson & Johnson, the single required dose) and has completed the two-week period that follows to ensure maximum immunity. Vaccination Intervals The interval between vaccine doses is dependent on when the vaccine course started:

- Pfizer - 21 days between 1st and 2nd (final) vaccine
  - Moderna - 28 days between 1st and 2nd (final) vaccine
  - Johnson & Johnson – only one dose is required
- Process for Meeting Vaccination Requirement All employees and potential new hires are mandated to receive the required COVID-19 vaccination dose(s).

Individuals vaccinated as part of the winter/spring 2021 District vaccination program do not need to submit their vaccination record for verification. All information transfers automatically to the Daily Pass. Individuals who were vaccinated outside the District program should submit their vaccination record for review and verification through the

Daily Pass (See Attachment A). After the external vaccination document is submitted via the Daily Pass, it will be reviewed and verified by the District's Community Engagement team. Please allow 2-3 business days for the verification process.

Employees are allowed a window of up to three hours (per dose) for vaccination for themselves or their dependent(s) during their workday, including travel time to the vaccination location. Los Angeles Unified continues to host school-based vaccination clinics on many of its school campuses. A list of vaccination sites can be found on our website at: <https://achieve.lausd.net/Page/17638> Employees utilizing this paid time off are to complete and submit a Certification/Request of Absence for Non-Illness (Form No. 60.NON-ILL; Reissued 9/14/2020). Under Reason for Absence, select Option "M" for Other Absences and identify MSND (Miscellaneous Natural Disaster) with explanation as "Self and/or Dependent COVID-19 vaccination." An absence due to natural disaster does not get deducted from the employees' illness balance. Employees are to notify their supervisor one day ahead if they are scheduling an appointment during their workday, in order to assist their supervisor in making arrangements for work coverage.

Classroom teachers who schedule an appointment during their workday will request a substitute teacher for the three-hour window via the SmartFind Express system and indicate "vaccination" as the qualifying reason. Employees who experience adverse physical reactions to the vaccination may be allotted additional time (up to three days per dose) with the approval of their supervisor as specified in Reference Guide REF-041184.0. Employees are to complete and submit a Certification/Request of Absence for Non-Illness (Form No. 60.NON-ILL; Reissued 9/14/2020). Under Reason for Absence, select Option M for Other Absences and identify MSND (Miscellaneous Natural Disaster) with explanation as COVID-19 vaccination. An absence due to natural disaster does not get deducted from the employees' illness balance.

Employees experiencing any reaction to the vaccine prohibiting them from returning to work for more than three days will coordinate with their supervisor to determine if there is work that can be done remotely. If remote work cannot be performed, employees may avail themselves of benefited time. Supervisor Responsibilities Supervisors shall allow employees to be vaccinated during their regularly scheduled workday. Up to three hours of worktime (per dose) are allotted, including travel to the vaccination location.

Submission of Required Documents and Deadlines Current Employees To comply with the vaccination requirement, current District employees must submit documentation of COVID-19 vaccination through the Daily Pass web portal at <http://DailyPass.lausd.net> by October 15, 2021. Qualifying Health Care Workers must submit proof of final vaccination no later than September 30, 2021. New Employees New employees hired on or after October 1, 2021 must be fully vaccinated by and provide verification of their vaccination status as part

of the hiring and onboarding process prior to an official offer of employment to any District site. New employees should submit results via: U.S. or School Mail: LAUSD Human Resources Division Employee Health Services – SB 792 333 S Beaudry Avenue, 14-110 Los Angeles, CA 90017 Fax: (213) 241-8918.

All documents will be kept confidential as required by law. Potential Exemptions District employees who serve the District in any capacity may apply to seek exemption from the COVID19 vaccine requirements only under the following circumstances: A. The employee submits a written statement from a licensed physician identifying a need for accommodation due to the person's disability or serious medical condition. This statement must be submitted on the employee's doctor's office letterhead with the doctor's printed name, license number, signature and date the statement is issued. B. The employee seeks accommodation based on a sincerely held religious belief. The COVID Reasonable Accommodation Application, Attachment B, is to be completed if either of the above apply.

Accommodation Process. If the District determines that an employee cannot be vaccinated due to disability or a sincerely held religious belief, an accommodation process will commence to determine whether an accommodation can be provided which would eliminate or reduce this risk, so the unvaccinated employee does not pose a danger to the health and safety of others at the District worksite. The accommodation process will determine whether an accommodation exists to enable an employee to perform the "essential functions" of their job. The accommodation process initiates at the work site with the immediate supervisor. Essential functions vary by job class and therefore the process shall be case by case and may result in different outcomes in different cases. If a risk to the health and safety of others cannot be reduced to an acceptable level through a workplace accommodation, the employee may be excluded from physically entering the workplace. The District and employee will then determine if there are any available benefit time/leave provisions.

Failure to Comply with Vaccination Requirement. Failure to comply with the mandate to be vaccinated and/or failure to provide the appropriate qualifying exemption documentation may result in disciplinary action, being placed on unpaid leave, and/or separated from District service.

Ongoing COVID-19 Testing. All employees are required to participate in regular COVID-19 testing, regardless of vaccination status. Los Angeles Unified will continue to provide free weekly COVID testing on school campuses for all students and employees – both vaccinated and unvaccinated. If infection rates in our community decrease, testing frequency may be reduced, and exemptions for vaccinated individuals may be considered in accordance with medical guidance. Employees assigned to worksites without onsite testing may make an appointment to be tested at one of our 12 stationary testing sites during their assigned

work hours at [dailypass.lausd.net](http://dailypass.lausd.net). Up to two hours of MSND time will be allowed for each required COVID test

**Student Vaccination Policy Update as adopted by LAUSD on December 14, 2022.**

<http://laschoolboard.org/sites/default/files/12-14-21SpclBdStampedOB.pdf>

Board of Education Report No. 158 – 21/22 ADOPTED Office of the Superintendent (Approval to Delay the Transfer of Students Not in Compliance with the Vaccination Requirement to Online Independent Study Instruction; and Application of Student and Employee Vaccine Policy to All LAUSD Authorized Charter Schools) Recommends approval to (1) delay transferring students not in compliance with the vaccination requirement to online independent study instruction until the Fall 2022 semester, (2) adopt the District's student and employee vaccination policy as a policy applicable to all charter schools authorized by the Board of Education, and (3) require all LAUSD authorized charter schools to publicly post all applicable COVID-19 vaccination requirements no later than January 10, 2022.

**Student Vaccination Policy Adopted by LAUSD on September 9, 2021:**

<file:///C:/Users/Studer/Downloads/BR%20091%20v2.pdf>

IT IS HEREBY RESOLVED that to ensure the continued delivery of the highest-quality public instruction in the safest environment possible, the Board of Education approves the Superintendent to implement reasonably necessary measures requiring all LAUSD and charter school students on co-located school sites who are eligible to receive the COVID-19 vaccine, excluding those students with qualified and approved exemptions and conditional admissions under LAUSD's existing immunization policies, to become vaccinated against COVID-19 as a mandatory precondition to accessing LAUSD school facilities, as follows:

- All students who are 12 years of age and older and are part of in-person extracurricular programs must receive their first vaccine dose by no later than October 3, and their second dose by no later than October 31, 2021;
- All students who are 12 years of age and older must receive their first vaccine dose by no later than November 21, 2021 and their second dose by no later than December 19, 2021;
- All other students must receive their first vaccine dose by no later than 30 days after their 12th birthday, and their second dose by no later than 8 weeks after their 12th birthday.

IT IS FURTHER RESOLVED that the Superintendent is given approval by the Board of Education to require all students eligible to receive the COVID-19 vaccine and subject to the timeline outlined above to provide proof of vaccination uploaded and approved in LAUSD's Daily Pass program before January 10, 2022, in order to be permitted on LAUSD school facilities, except for those students with qualified and approved exemptions and conditional admissions.

IT IS FURTHER RESOLVED that the Board of Education approves the Superintendent, to ensure student vaccination records and information are maintained securely and confidentially in accordance with all laws governing the privacy of student health information and other student records.

IT IS FURTHER RESOLVED that the Board of Education and Superintendent are committed to ensuring all students have access to the COVID-19 vaccine and, therefore, the Board of Education directs the Superintendent to implement reasonably necessary measures to ensure equitable student access to the COVID-19 vaccine and provide LAUSD's students and families accurate information about the vaccine.

IT IS FURTHER RESOLVED that the Board of Education directs the Superintendent to monitor LAUSD's testing and vaccination data and determine when to allow an exemption for vaccinated students to LAUSD's current weekly COVID-19 testing requirement.

IT IS FURTHER RESOLVED that the Governing Board of the Los Angeles Unified School District adopts this Resolution as part of LAUSD's policies and practices as they relate to LAUSD and charter schools that are co-located on District sites, and as part of LAUSD's health, safety, and emergency procedures and requirements applicable to facilities and related operations.

IT IS FURTHER RESOLVED that all references in this Resolution to "LAUSD and charter school students on co-located LAUSD school facilities" (or similar) means and applies to (1) students attending LAUSD schools, and (2) students attending charter schools on co-located LAUSD school facilities.