

**DATE:** January 29, 2021  
**TO:** All CCSD Employees  
**FROM:** Nadine Jones, Chief Human Resources Officer  
**SUBJECT:** COVID-19 Vaccinations

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It is the goal of the District to facilitate every CCSD employee in receiving COVID-19 vaccinations if they have made the personal decision to do so. Employees who wish to receive COVID-19 vaccinations during the employee's workday should be allowed to as governed by the following principal guidelines:

1. Employees are allowed to engage in telephonic and electronic communications during the employee's workday for the purpose of scheduling a COVID-19 vaccination.
2. Supervisors and employees should cooperatively work to maintain required staffing levels and allow for flexibility within the workday for vaccinations.
3. Employees must proceed directly to the vaccination site and return to the work site as soon as released to do so by vaccination site personnel.
4. Employees must request supervisor approval. Approval shall not be unreasonably withheld by supervisor.
5. If an employee's appointment does not interrupt operations and does not interfere with their job responsibilities, an employee may get the vaccination without utilizing leave time.
6. If an employee's job responsibilities cannot be covered at the time of the scheduled vaccination, the employee must take leave in accordance with their employment contract.
7. Entry of vaccinations received or the choice not to receive a vaccine in the private Risk Management portal is "highly recommended". This information is vital to understanding the immunity levels of our entire staff and each specific school site. The CCSD continues to advocate for more vaccine supply.