



CAPISTRANO UNIFIED SCHOOL DISTRICT

33122 VALLE ROAD, SAN JUAN CAPISTRANO CA 92675
TELEPHONE: (949) 234-9200/FAX: 496-7681 www.capousd.org

October 6, 2021

VACCINE VERIFICATION/TESTING POLICY

Dear CUSD Contractor:

On August 11, 2021, the California Department of Public Health (“CDPH”) issued State Public Health Officer Order of August 11, 2021 (“Order”),¹ which requires all public and private schools serving TK through 12th grade students to verify the vaccination status of all “workers” and to require all unvaccinated or incompletely vaccinated workers to undergo weekly diagnostic screening testing. The Order took effect August 12, 2021, and requires full compliance by October 15, 2021.

To comply with this legal mandate, the District is imposing the following requirements for all “workers” who enter District sites. The term “workers” includes all District employees, contractors, volunteers, and any other paid or unpaid adult serving in the District or who is working on-site at any school campus or District facility.

Vaccine Verification

You must verify the vaccination status of all of your employees using one of the following methods of proof:

- a. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card²) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
- b. A photo of a Vaccination Record Card (front and back) as a separate document; OR

¹ The Order is available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Order-of-the-State-Public-Health-Officer-Vaccine-Verification-for-Workers-in-Schools.aspx>.

² “WHO Yellow Card” refers to the original World Health Organization International Certificate of Vaccination or Prophylaxis issued to the individual following administration of the COVID-19 vaccine in a foreign country.

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- c. A photo of the worker's Vaccination Record Card (front and back) stored on a phone or electronic device; OR
- d. Documentation of COVID-19 vaccination from a health care provider that includes the patient's name, vaccine date(s), and vaccine type; OR
- e. 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.

Workers who are not fully vaccinated, or for whom vaccine status is unknown or documentation is not provided, must be considered unvaccinated. "Fully Vaccinated" means individuals who are considered fully vaccinated for COVID-19: two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen). "Incompletely vaccinated" means persons who have received at least one dose of COVID-19 vaccine but do not meet the definition of fully vaccinated.

Testing Requirement for Workers Not Fully Vaccinated

Effective October 15, 2021, workers will only be permitted on District sites and facilities if they have submitted proof of vaccination (as described above) or if not fully vaccinated, have undergone weekly COVID-19 diagnostic screening testing, as follows:

- a. Workers may be tested with either antigen or molecular tests to satisfy this requirement, but unvaccinated or incompletely vaccinated workers must be tested at least once weekly with either PCR testing or antigen testing. Any PCR (molecular) or antigen test used must either have Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.
- b. Unvaccinated or incompletely vaccinated workers must also observe all other infection control requirements, and are not exempted from the testing requirement even if they have a medical contraindication to vaccination, since they are still potentially able to spread the illness. Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, do not waive this requirement for testing.
- c. Effective October 15, 2021, unvaccinated workers who fail or refuse to comply with the weekly testing requirement will be excluded from District sites and facilities.

We are not asking you to provide us with vaccination records or other medical or health records of your employees, but merely that you comply with the requirements set forth above for verifying vaccination status and/or requiring your employees to submit to weekly testing. Please complete the attached attestation form and submit to

the District no later than October 15, 2021.

Thank you for your cooperation and partnership, as we work to ensure the safety of all District students, workers, and the community.

Sincerely,

Tim Brooks
Associate Superintendent, Human Resource Services
tlbrooks@capousd.org

Enclosure: Attestation Form

CONTRACTOR ATTESTATION OF COMPLIANCE

**MANDATORY VACCINATION VERIFICATION/WEEKLY TESTING OF
CONTRACTED WORKERS PROVIDING SERVICES AT CAPISTRANO
UNIFIED SCHOOL DISTRICT**

**Please complete and sign this form and submit via e-mail to your CUSD District
contact and Cara Bran, Human Resource Services at cbbran@capousd.org.**

CONTRACTOR NAME:

AGREEMENT/PURCHASE ORDER #:

NAME OF PERSON MAKING THIS ATTESTATION:

TITLE OF PERSON MAKING THIS ATTESTATION:

On behalf of the Contractor named above, the undersigned hereby attests:

I/Contractor have read, understand, and will comply with the District's Vaccine Verification/Testing Policy as outlined in its October 2021 correspondence and the State Public Health Officer Order of August 11, 2021, with regard to employees of the Contractor providing services at District sites and facilities.

Initial: _____

I/Contractor have verified the vaccination status of all employees who provide services at District sites and facilities using one of the following methods of proof:

- d. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card³) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
- e. A photo of a Vaccination Record Card (front and back) as a separate document; OR
- f. A photo of the worker's Vaccination Record Card (front and back) stored on a phone or electronic device; OR
- g. Documentation of COVID-19 vaccination from a health care provider that includes the patient's name, vaccine date(s), and vaccine type; OR

³ "WHO Yellow Card" refers to the original World Health Organization International Certificate of Vaccination or Prophylaxis issued to the individual following administration of the COVID-19 vaccine in a foreign country.

- h. 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.

Initial: _____

I/Contractor attest that any employee associated with Contractor who has not provided proof of full vaccination as described above is undergoing weekly COVID-19 diagnostic screening testing in accordance with the District's Vaccine Verification/Testing Policy, for which the Contractor collects, monitors, and documents weekly test results.

Initial: _____

I/Contractor attest that no employee associated with Contractor will work or visit any District site or facility who is not fully vaccinated or who has not received a negative COVID-19 test within one week of the visit.

Initial: _____

I, the person/official named below, attest under penalty of perjury under the laws of the State of California, that I am duly authorized to legally bind Contractor and that the attestation, statements, and assertions indicated above are true and correct.

AUTHORIZED SIGNATURE: _____

DATE EXECUTED: _____