



**STAFF REPORT**  
Board Meeting of June 23, 2021

**AGENDA ITEM:** 7-E

**PREPARED BY:** Patricia Taylor, Executive Director

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**SUBJECT:**

MCTC Voluntary COVID Vaccination Policy and Declination Form

**Enclosure:** Yes

**Action:** Amend Employee Manual to include Voluntary COVID Vaccination Policy and Declination Form

**SUMMARY:**

In preparation for staff to return in person to the office, MCTC proposes to amend its Employee Manual to include a Voluntary COVID Vaccination Policy (Policy) and Declination Form.

The purpose of this Policy is to protect MCTC employees and their families and to help prevent the unnecessary spread of COVID-19 between employees, non-employees, and families.

The MCTC encourages all employees to receive the COVID-19 vaccine. MCTC employees who do not receive the COVID-19 vaccine continue to be at risk of contracting COVID-19 themselves and potentially causing other employees, customers, and guests, as well as their family members and friends, to become seriously ill or possibly die if they contract COVID-19 from you.

The Policy recommends that all MCTC employees receive the COVID-19 vaccine. Employees who opt not to receive a COVID-19 vaccination must complete and submit the COVID-19 Vaccination Declination Form (attached). If a staff member chooses to not accept the vaccine and/or chooses not to disclose the reason(s) why he or she is declining the vaccination, the MCTC and the management and supervisory staff of MCTC will not retaliate against, intimidate, or threaten any staff member for opting not to receive the vaccine and/or to disclose his or her reason for declining the vaccination. Further, the MCTC and the management and supervisory staff of the MCTC will not retaliate against any staff member for exercising any rights under any federal, state, or local laws or regulations.

In addition, MCTC will comply with state and Cal-OSHA guidance and rules when returning to the office.

**FISCAL IMPACT:**

No fiscal impact to the approved 2020-21 Overall Work Program and Budget.