



## Memorandum

To: SMMUSD Employees  
From: Mark Kelly, Assistant Superintendent, Human Resources  
Subject: Reporting COVID-19 Vaccination Status  
Date: August 19, 2021 - Revised

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On August 10, 2021, the Board of Education passed a resolution requiring all Santa Monica-Malibu Unified School District (“SMMUSD”) employees to be vaccinated for COVID-19 and to submit documented proof of vaccination by October 1, 2021.

The full text of the Board of Education’s resolution may be found [here](#).

The purpose of this communication is to inform employees of the process for reporting their vaccination status and how to submit proof of vaccination.

The Board of Education’s resolution established two deadlines:

- August 19, 2021 - Employees must report their COVID-19 vaccination status.
- October 1, 2021 - Employees must be fully vaccinated and submit documented proof of vaccination.

Employees may report their COVID-19 vaccination status in one of three ways:

1. Submit using this “SMMUSD - Report Vaccination Status” form. Employees may use the online form to report their vaccination status and, if vaccinated, upload a copy of their CDC Vaccination Record Card. Use the following link to access the form.

[SMMUSD - Report Vaccination Status](#)

2. Submit using the following email address to report your vaccination status and, if vaccinated, attach a copy of their CDC Vaccination Record Card. The email must contain the information shown below.

Email address: [vaccination@smmusd.org](mailto:vaccination@smmusd.org)

Subject: Vaccination Status - Employee Name

Message body:

- a. **Last name, First name**
- b. **Classification Unit:** Classified, Classified Management, Certificated, Certificated Management (report only one)

c. **Classification (job)**

d. **Site/Department**

e. **Statement:** “I am fully vaccinated.” or  
“I am not fully vaccinated”

f. **Vaccine:** Pfizer, Moderna, or Janssen/Johnson & Johnson (report only one)

g. If fully vaccinated, attach a copy of the CDC Vaccination Record Card.

3. Bring a copy of the CDC Vaccination Record Card to the Human Resources Department at the District Office. A Human Resources staff member will ask you to provide the information described in #2 when you provide your card.

#### Additional Information

The Board of Education adopted its resolution requiring all employees to be fully vaccinated in order to “protect and advance the health, safety and well-being of its employees, students and the surrounding community.”

By October 1, 2021, employees will be allowed on District campuses or facilities only if they are fully vaccinated and have submitted documentation of such COVID-19 vaccination status to Human Resources by October 1, 2021.

Employees who fail to show proof of vaccination by October 1, 2021, shall be deemed by the District to be unvaccinated. Unvaccinated employees assigned to work on campus will be excluded from campus and deemed absent without leave, unless a District-authorized exemption or other accommodation has been obtained by the employee.

Any employee receiving an exemption or accommodation shall be required to undergo COVID-19 testing two (2) times per week, with evidence of negative test results being required prior to having access to District campuses and facilities.

In addition to requiring all employees to be vaccinated, employees are also required to wear a face mask that covers the mouth and nose.

With respect to the vaccination requirement and/or face mask requirements, employees may request an exemption or accommodation based on religious grounds or on the basis that a disability, medical condition or mental health condition prevents vaccination, testing and/or wearing of the mask. Employees requesting exemption or accommodation by completing a request form and submitting it to the to Human Resources at:

Katherine Qureshi, Senior Office Specialist

[kqureshi@smmusd.org](mailto:kqureshi@smmusd.org)

Employees may download the pdf-fillable request form from the District’s website. It is accessible in the Human Resources Forms section of the District’s website (smmusd.org → Departments → Human Resources → Human Resources Forms).

Included in the Board of Education’s resolution is a requirement that employees be notified of the COVID-19 vaccination employee requirement. Additionally, as directed, the District will engage in negotiating the effects of the requirement with SEIU and SMMCTA, to the extent required by law. The outcome of

any such negotiations may result in additional information to be shared with District employees. Please look for updates and additional communications regarding the vaccination requirement.

Thank you for your cooperation and your continued efforts in ensuring the safety and well-being of our students, staff and communities.