



MEMORANDUM

TO: All School Workers
FROM: Kimberly Cheng, Superintendent of Schools
DATE: September 24, 2021
RE: Vaccine Verification for Workers in Schools

Dear School Workers,

Thank you for all of your hard work as we provide in-person learning for our students this school year. I am writing to explain the State Public Health Officer Order of August 11, 2021, "COVID-19 Vaccine Verification for Workers in Schools," and the Diocese of Monterey's implementation of this requirement. The order can be accessed here:

<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>

The California Department of Public Health is requiring all schools to verify the COVID-19 vaccination status of all school workers. Asymptomatic unvaccinated or incompletely vaccinated workers are required to undergo diagnostic screening testing at least once weekly.

"Worker" refers to all paid and unpaid adults serving in the school settings. Workers include, but are not limited to, certificated and classified staff, analogous staff working in private school settings, and volunteers who are on-site at a school campus supporting school functions.

The Order went into effect on August 12, 2021 and facilities must be in full compliance by October 15, 2021.

Policy: The Diocese of Monterey will fully comply with the State Public Health Officer Order of August 11, 2021 to verify the COVID-19 vaccination status of school workers and to implement a weekly testing program for unvaccinated or incompletely vaccinated school workers.

Procedure for School Employees:

1. Each school employee must verify his or her vaccination status with the school's principal by October 1, 2021.

2. Asymptomatic unvaccinated or incompletely vaccinated school employees are required to undergo diagnostic screening testing at least once weekly (or every seven days) beginning the week of October 10, 2021.
3. 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.
 - a. The use of a self-administered rapid antigen test or of a home test kit must be completed in the presence of school staff.
4. If an employee tests positive, he or she will have to isolate for 10 days in accordance with the Diocese of Monterey's Cal/OSHA COVID-19 Prevention Program.
5. Employees must provide their test results to their principal once the results are received. All test results will be kept in a confidential medical file.
6. Non-exempt employees should record the time spent obtaining the test on his or her timesheet.

Procedure for Other School Workers (Volunteers):

1. Determine with the school principal if a volunteer is a "regular volunteer" or a "non-regular volunteer".
 - a. "Regular volunteers" are those who volunteer on a daily or weekly basis, including, but not limited to, yard duty supervisor, hot lunch volunteer, library helper, classroom volunteer, coach, etc.
 - b. "Non-regular volunteers" are those who volunteer infrequently or for a special event, including, but not limited to, class field trip, school fundraiser, etc.
2. All school volunteers must verify his or her vaccine status with the school at least one week prior to volunteering.
3. Regular volunteers: Asymptomatic unvaccinated or incompletely vaccinated regular volunteers are required to undergo diagnostic screening testing at least once weekly (or every seven days) beginning the week of October 10, 2021.
4. Non-regular volunteers: Asymptomatic unvaccinated or incompletely vaccinated non-regular volunteers must undergo diagnostic screening testing within seven days prior to volunteering and submit their results prior to volunteering.
5. 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.

- a. The use of a self-administered rapid antigen test or of a home test kit must be completed in the presence of school staff.
6. If a volunteer tests positive, he or she will have to isolate for 10 days and will not be able to volunteer for the school during the isolation period.
7. Volunteers must provide their test results to the school office once the tests are received. All test results will be kept in a confidential medical file.

Testing Information:

To learn about your local testing options, please contact your school principal, visit your county's health department webpage, or visit <https://covid19.ca.gov/get-tested/>.

There are no out-of-pocket costs for COVID-19 testing at a testing site. An insured person can get a COVID-19 test when needed by any provider, in or out of their health plan network, at no cost. If an individual is uninsured, the government pays for the test.

For more information about free COVID-19 testing, please see this additional resource from California's Department of Managed Health Care:

<https://www.dmhca.ca.gov/Portals/0/Docs/DO/COVID-TestingFactSheet.pdf>

There are many free testing options in our counties. Since free testing options are available, the school will not cover the costs of self-purchased test kits.

Thank you for your cooperation with the Diocese of Monterey's implementation of the State's vaccine-or-test requirement. It is through our collective actions and diligence that we continue to provide safe and healthy environments for all those in our Catholic schools.

Autumn Blessings,



Kimberly Cheng
Superintendent of Schools