

Dear HCCC students, faculty, and staff,

As has been our practice since the beginning of the pandemic, we continue to follow CDC and local Health Department guidance and have adjusted our protocols accordingly. In addition, it is our practice to also consult with the other 17 community colleges and the County of Hudson. Based on this guidance, changes in state and local protocols, and the recent full FDA approval of the Pfizer vaccine, ***HCCC will require COVID-19 vaccinations for all employees and all students taking classes on campus, effective December 20, 2021.*** COVID-19 vaccines are readily available and free of charge at area local pharmacies such as **CVS** and **Walgreens**.

### **Employees:**

A recent survey of all employees indicated that more than 93% of respondents are either fully vaccinated or in the process of becoming fully vaccinated. Effective December 20, 2021, all HCCC employees must be vaccinated. Employees with a medical extenuating circumstance or religious concern must submit an exemption request. If approved, exempted employees must submit a weekly negative PCR test (taken 72 hours prior to being on campus each week).

### **Students:**

A recent survey of all students indicated that almost 90% of respondents are either fully vaccinated or in the process of becoming fully vaccinated. Effective December 20, 2021, all students taking classes or accessing services on any of HCCC's campuses must be vaccinated. Students who are not vaccinated must take online and/or remote classes and utilize online/remote student support services. Most classes and programs and all HCCC services are available remotely.

### **Frequently Asked Questions for Employees**

**Question: How do I submit my proof of vaccination?**

Answer: Employees should submit their proof of vaccination by filling out the Employee Vaccine Form, which will be available on or after September 15<sup>th</sup>. The Office of Human Resources will enter vaccination information into Colleague and your submission information will be confidential.

**Question: How do I submit a request for a medical or religious exemption?**

Answer: Employees seeking exemptions should contact the Office of Human Resources at [hr@hccc.edu](mailto:hr@hccc.edu)

**Question: If my medical or religious exemption request is approved, how will I be cleared to work on campus?**

Answer: Employees with exemptions must take a COVID PCR test weekly, 72 hours prior to their first day on campus for the week. The negative test result should be emailed to the employee's supervisor, with a copy to [covidtest@hccc.edu](mailto:covidtest@hccc.edu).

**Question: When should I take the PCR test?**

Answer: You should take a PCR test 72 hours prior to coming to campus for the first time *each week*. The chart below illustrates when the test should be taken based on the first day on campus each week. If you test positive for COVID-19, please fill out the COVID-19 Positive Cases Form and do not report to campus.

Day I plan to be on campus for first time	Date of negative PCR test
Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	Monday
Friday	Tuesday
Saturday	Wednesday
Sunday	Thursday

**Question: Where can I get a COVID PCR test?**

Answer: Testing is readily available throughout the state. The **New Jersey COVID-19 Information Hub** provides testing information and locations.

**Question: I am not yet vaccinated, but would like to get vaccinated. Where can I get vaccinated?**

Answer: The COVID-19 vaccine is widely available at local pharmacies such as **CVS** and **Walgreens**.

HCCC will again partner with the North Hudson Community Action Corporation (NHCAC) for vaccine and booster administration. Beginning in early October, the NHCAC will be on both campuses to administer first and second doses of the COVID-19 vaccine as well as booster shots for those already vaccinated. We will share details as soon as they are finalized.

**Question: I am a student and I also work on campus. Am I considered a student or an employee?**

Answer: If you work on campus, you are considered an employee.

**For other questions, please email the Return to Campus Task Force at [return@hccc.edu](mailto:return@hccc.edu).**

**Faculty/Adjunct faculty, please contact your Associate Dean or Coordinator.**

**\*\* Submitting a fraudulent vaccination card is a violation of HCCC policy and will result in investigation and possible punishment, including termination. Additionally, the filing of a fraudulent vaccination card will be reported to public authorities for investigation and may result in criminal prosecution.**

## Frequently Asked Questions for Students

**Question: I already submitted my proof of vaccination for the \$100 Vaccination Incentive. Do I have to submit it again?**

Answer: No, you do not have to submit it again. Students who already submitted their proof of vaccination have met the vaccination requirement.

**Question: How do I submit my proof of vaccination?**

Answer: Students should submit their proof of vaccination by filling out the [Student Vaccination Incentive Request Form](#). Not only will this satisfy the vaccination requirement, you will also receive the \$100 incentive!

**Question: I am not yet vaccinated, but would like to get vaccinated. Where can I get vaccinated?**

Answer: The COVID-19 vaccine is widely available at local pharmacies such as [CVS](#) and [Walgreens](#).

HCCC will again partner with the North Hudson Community Action Corporation (NHCAC) for vaccine and booster administration. Beginning in early October, the NHCAC will be on both campuses to administer first and second doses of the COVID-19 vaccine as well as booster shots for those already vaccinated. We will share details as soon as they are finalized.

**Question: Are there medical/religious exemptions for students who cannot be vaccinated for medical or religious reasons?**

Answer: Students who cannot be vaccinated are required to take all classes and access all services remotely after December 20, 2021.

**Question: I am not vaccinated but my winter and/or spring 2022 classes are not available online/remotely. What are my options?**

Answer: If your required classes are not available online and/or remotely in the winter and/or spring semester, please email the Return to Campus Task Force at [return@hccc.edu](mailto:return@hccc.edu).

**Question: I am a student and I also work on campus. Am I considered a student or an employee?**

Answer: If you work on campus, you are considered an employee.

**For other questions, please email the Return to Campus Task Force at [return@hccc.edu](mailto:return@hccc.edu).**

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Take care,

HCCC's Return to Campus Task Force

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