



MEMO

CITRUS COMMUNITY COLLEGE DISTRICT
Office of Human Resources
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To: Campus Community

From: Robert L. Sammis, Director of Human Resources
Chair, COVID-19 Workgroup

Date: March 1, 2021

Subject: Los Angeles County Vaccine Update

Los Angeles County is now vaccinating education employees. This includes all full-time faculty, adjunct faculty, and staff. Please note that appointments have been prioritized for K-12 teachers and when making an appointment make sure the site is for all education workers and not just K-12. The following is directly from the Los Angeles County Department of Public Health as to the required documentation for education employees.

You must bring document(s) to show all three of the following:

(Note: one document may cover more than one requirement e.g. a work badge with photo and an LA County workplace would meet all three criteria).

1. **Photo ID** (does not have to be government issued), *and*
2. **Proof that you live or work in LA County** (if your other documents do not include your home or work address, see [list](#) for acceptable items), *and*
3. **Proof that you work in the education sector.**

Examples include:

- Work badge with photo
- Professional license
- Payment stub with your name
- Attestation letter from your employer which includes your name, and the name and address of the organization.

Second doses only

- White vaccine record card or electronic vaccine record AND a photo ID

Please note that an employment verification letter is not required, and your pay stub is sufficient to establish your District employment.