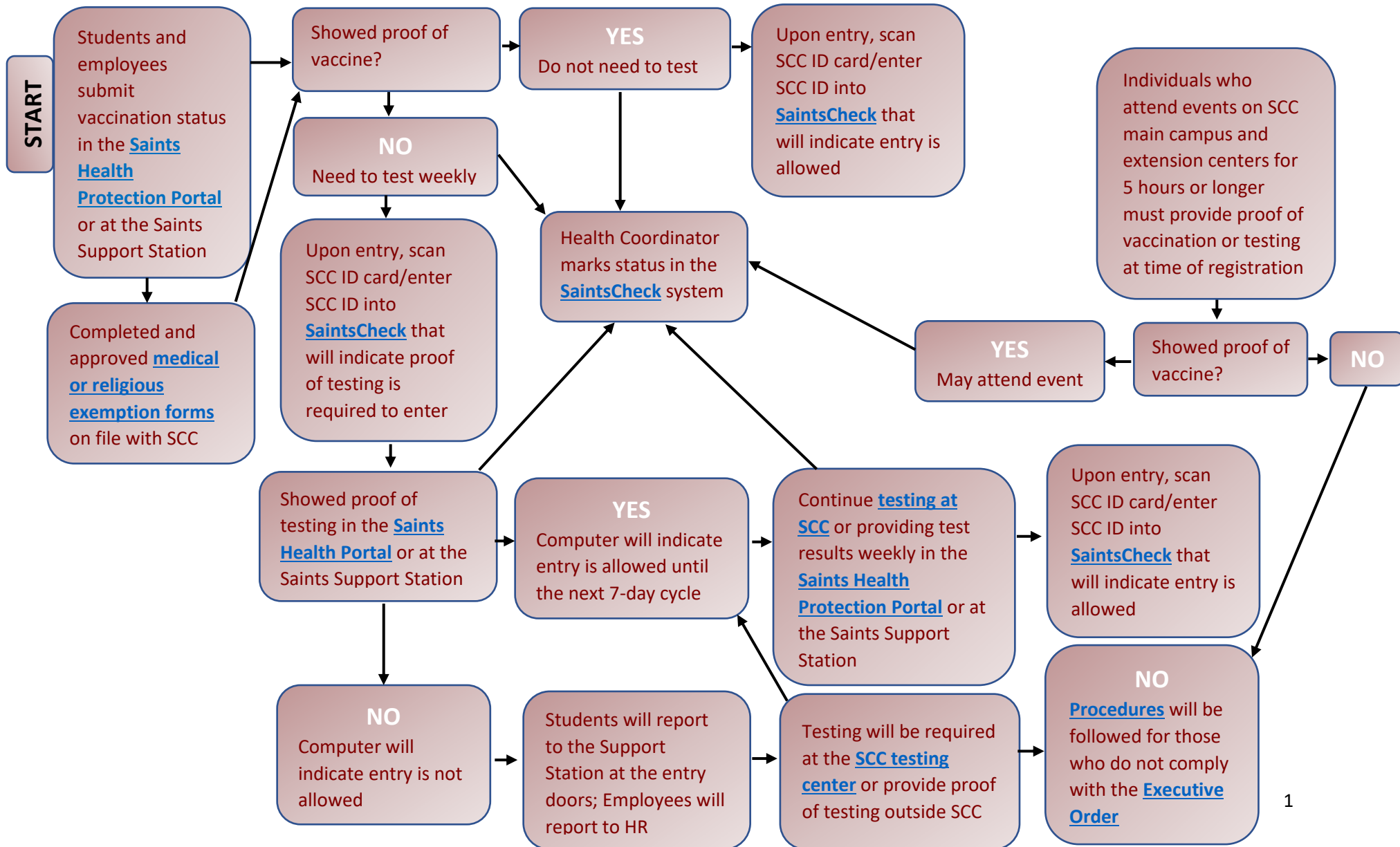


SHAWNEE COMMUNITY COLLEGE

**TESTING AND VACCINATION PROTOCOL
STUDENTS AND EMPLOYEES**

Shawnee Community College COVID Vaccination & Testing Flow Chart

For more information on COVID-19 Guidance and Resources, visit the SCC [COVID-19 webpage](#)



SAINTS HEALTH PROTECTION PORTAL

STEP 1: Use the Saints Health Protection Portal button on your [mySCC](#) homepage, or go to <https://shawneecc.edu/saints-health-protection-portal>

STEP 2: Click the Register button

STEP 3: Fill out the user registration form. (You will need to know your SCC ID)

STEP 4: After registering, click the "Access Document Portal" button

STEP 5: Upload your documents using the "Add File" button.

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SAINTSCHECK SYSTEM

1. All students and employees will either swipe their SCC identification cards or manually type their SCC identification numbers into the SaintsCheck computer upon entry to SCC main campus and all extension centers.
2. The screen will indicate entry is allowed or not allowed.
3. Entry is allowed for the following reasons:
 - a. The student or employee has proof of full vaccination on file with SCC. These individuals do not need to do anything further and may gain entry to SCC.
 - b. The student or employee has not provided proof of full vaccination to SCC but has provided proof of a negative COVID test or is awaiting a test result through on-site testing at SCC or FDA Approved [Antigen Test](#) or [Molecular Diagnostic \(PCR\) Test](#) from elsewhere within the last 7 days.
 - c. The student or employee has an approved medical or religious vaccination exemption on file with SCC **AND** has provided proof of a negative COVID test or is awaiting a test result through on-site testing at SCC or FDA Approved [Antigen Test](#) or [Molecular Diagnostic \(PCR\) Test](#) from elsewhere within the last 7 days.

Reminder: Testing is required until two weeks after the second dose (or first dose for Johnson & Johnson).

4. Entry is not allowed for the following reasons:
 - a. The student or employee has not provided proof of full vaccination to SCC **AND** has not provided proof of a negative COVID test or that the individual is awaiting a test result through on-site testing at SCC or FDA Approved [Antigen Test](#) or [Molecular Diagnostic \(PCR\) Test](#) from elsewhere within the last 7 days.
 - b. The student or employee has an approved medical or religious vaccination exemption on file with SCC **AND** has not provided proof of a negative COVID test or that the individual is awaiting a test result through on-site testing at SCC or FDA Approved [Antigen Test](#) or [Molecular Diagnostic \(PCR\) Test](#) from elsewhere within the last 7 days.
5. Student and employees who are not allowed entry into SCC should report to the Saints Support Station at one of the entry doors at the main campus and all extension centers to obtain information on their individual situations.
6. The SCC Health Coordinator will monitor the on-site testing portal, through Shield, and the Saints Health Portal for the latest vaccination and testing information for students and employees. The Health Coordinator will enter the vaccination and testing status of each individual into the SaintsCheck System for entry into SCC. The SaintsCheck System should correctly reflect the current status of each student or employee.
 - a. If a student feels the SaintsCheck System does not accurately reflect their current status, the student should report to the Saints Support Station at one of the entry doors at the main campus and all extension centers
 - b. If an employee feels the SaintsCheck System does not accurately reflect their current status, the employee should report to the SCC Human Resources Office.

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PROCEDURES FOR NON-COMPLIANCE WITH THE EXECUTIVE ORDER

The SCC Health Coordinator will monitor compliance with the Executive Order and maintain those records. All students and employees must comply with the Governor's Executive Order by doing one of the following:

- Have proof of full vaccination on file with SCC
- Have proof of a negative COVID test or awaiting a test result through on-site testing at SCC or PCR test from elsewhere within the last 7 days on file with SCC
- Have a medical or religious vaccination exemption AND proof of a negative COVID test or awaiting a test result through on-site testing at SCC or PCR test from elsewhere within the last 7 days on file with SCC

Students:

1st and 2nd Occurrences within Semester

STEP 1: The Health Coordinator will contact the student regarding non-compliant status, the steps that will occur on subsequent occurrences, and resources for obtaining a vaccination and/or approved COVID test.

STEP 2: The student will be given a time for on-site testing. *Reminder: Testing is required until two weeks after the second dose (or first dose for Johnson & Johnson).*

STEP 3: Upon testing, the student's status will be updated in SaintsCheck and allowed entry into SCC. If the student does not test at the scheduled time, see the "3rd Occurrence" steps below.

3rd Occurrence within Semester

STEP 1: The Health Coordinator will submit an official letter to the student regarding the 3rd occurrence of non-compliant status that will require the student to attend an administrative meeting with the Dean of Academic Affairs, the steps that will occur on subsequent occurrences will be included, as well as resources for obtaining a vaccination and/or approved COVID test.

STEP 2: The student will be given a time for on-site testing. *Reminder: Testing is required until two weeks after the second dose (or first dose for Johnson & Johnson).*

STEP 3: Upon testing, the student's status will be updated in SaintsCheck and allowed entry into SCC. If the student does not test at the scheduled time, see the "4th Occurrence" steps below.

4th Occurrence within Semester

STEP 1: The Health Coordinator will submit an official letter to the student regarding the 4th occurrence of non-compliant status that will require an administrative meeting with the Vice-President of Student Success, and a \$150 administrative fee will be assessed to the student.

STEP 2: The student will be given a time for on-site testing. *Reminder: Testing is required until two weeks after the second dose (or first dose for Johnson & Johnson).*

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STEP 3: Upon testing, the student's status will be updated in SaintsCheck and allowed entry into SCC. If the student has no additional occurrences within the same semester, the student can petition to have the \$150 administrative fee refunded. If the student does not provide proof by the required deadline, see the "5th Occurrence" steps below.

5th Occurrence within Semester

STEP 1: The Health Coordinator will submit an official letter to the student and the Registrar regarding the 5th occurrence that will place a registration hold on the student's account for the subsequent semesters, and resources for obtaining a vaccination and/or approved COVID test.

Step 2: For Fall 2021 semester only, the student will be allowed to attend courses.

Beginning with the Spring 2022 semester, the student will be asked to meet with their academic advisor to review remote or late start course options. If none are available/appropriate, the student must withdraw from courses. Refunds are subject to the College's refund policy and calendar. *Students should check with Financial Aid to determine the impact of withdrawing from courses, including any scholarships awarded.* The student's instructors will be notified that the student is not allowed to attend face to face classes or attend SCC events on main campus and extension centers.

STEP 3: While the Executive Order is in place, the student will not be allowed to attend face-to-face courses or attend SCC events on main campus and extension centers until in compliance. However, the student can register for remote courses if the account is in good standing.

Employees:

1st and 2nd Occurrences

STEP 1: The Health Coordinator will contact Human Resources regarding non-compliant status.

STEP 2: Human Resources will contact the employee regarding non-compliant status and resources for obtaining a vaccination and/or approved COVID test.

STEP 3: The employee will be asked to obtain testing immediately and be given a date to provide proof. *Reminder: Testing is required until two weeks after the second dose (or first dose for Johnson & Johnson).*

STEP 4: If the employee provides proof by the required deadline, the employee's status will be updated in SaintsCheck and allowed entry into SCC. If the employee does not provide proof by the required deadline, see the "3rd Occurrence" steps below.

3rd Occurrence

STEP 1: The Health Coordinator will contact Human Resources regarding the 3rd occurrence.

STEP 2: Human Resources will submit an official letter to the employee and to the reporting supervisor (e.g., President, Vice-President, Executive Director, etc.) regarding the 3rd occurrence of non-compliant status, the required 1-day suspension, the steps that will occur on a 4th occurrence, and resources for obtaining a vaccination and/or approved COVID test.

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STEP 3: The employee will be asked to obtain testing immediately and be given a date to provide proof. *Reminder: Testing is required until two weeks after the second dose (or first dose for Johnson & Johnson).*

STEP 4: If the employee provides proof by the required deadline, the employee's status will be updated in SaintsCheck and allowed entry into SCC. If the employee does not provide proof by the required deadline, see the "4th Occurrence" steps below.

4th Occurrence

STEP 1: The Health Coordinator will contact Human Resources regarding the 4th occurrence.

STEP 2: Human Resources will submit an official letter to the employee and to the reporting supervisor (e.g., President, Vice-President, Executive Director, etc.) regarding the 4th occurrence, that the employee is suspended without pay until compliance with the EO, and resources for obtaining a vaccination and/or approved COVID test.

STEP 3: The employee will be allowed to return to work once proof of vaccination or testing is on file with SCC.

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ON-SITE TESTING INFORMATION



Shield Illinois: <https://www.shieldt3.com/wp-content/uploads/2020/12/ShieldT3-infographic.pdf>

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