

# Suffolk County Community College

## College Brief

NO. 02            September 14, 2021

TO:                The College Community

FROM:            Office of Human Resources

SUBJECT:        Faculty and Staff Deadline for Submitting COVID-19 Vaccination Documentation

All faculty and staff who have not previously responded to the College's request to voluntarily submit a scanned copy of their COVID-19 vaccination card to the Office of Human Resources, as well as all faculty and staff who are not fully-vaccinated at this time, are reminded that they are **required to participate in mandatory weekly COVID-19 testing on campus**.

A comprehensive testing calendar (<https://www.sunysuffolk.edu/coronavirus/covid-testing-schedule.jsp>) is already in place that enables the College to provide sufficient options for this testing. Individuals can access COVID-19 testing each week of the semester at the following campus locations:

- Ammerman Campus: Babylon Student Center – Montauk Point Room
- Michael J. Grant Campus: Captree Commons Room 113
- Eastern Campus: Peconic Building Shark Tank (1<sup>st</sup> floor)

Please remember that all employees must coordinate their testing schedule with their immediate supervisor; testing is expected to take place on work time and only on the days you are scheduled to be on-site. Remember, you can go to any campus location to complete your weekly testing requirement.

Please note that **a deadline of Monday, September 27, 2021** has been established for any remaining fully-vaccinated faculty and staff to scan and provide a copy of their vaccination card to Human Resources at this address [AVPHR@sunysuffolk.edu](mailto:AVPHR@sunysuffolk.edu) . Employees can also call Human Resources at (631)-451-4207 to schedule an appointment to bring a copy of their card to the office. In addition, Human Resources personnel will be visiting campuses on designated days to assist in the collection of individual vaccination card copies. Details regarding times and locations will be shared with you by the Campus Executive Dean. All vaccination cards will only be handled by staff within the Office of Human Resources and copies will remain confidential. Effective immediately, the college will be monitoring participation and compliance with weekly testing requirements and will follow up with individuals as necessary.