

To all Volunteer Board-members and Commissioners,

Thank you all for your volunteer service to the City. We are grateful for your contributions for helping build a City that works for all of us.

In an effort to protect City employees, volunteers, and the general public, the City Council adopted an ordinance on November 29, 2021 that requires **ALL** active volunteers currently serving on City boards and commissions to be fully vaccinated against COVID-19 and provide proof of their full vaccination. The Office of Boards and Commissions will now **require** volunteers to complete the [City of San Diego Self-Report of COVID-19 Vaccination for Boards and Commissions Members \(google.com\)](#) form online. Providing COVID-19 vaccination information and completing the form is **mandatory** for volunteers and will be used to determine whether an individual is eligible to serve on a City advisory boards and commissions. If you have already filled out the form, **NO ACTION IS REQUIRED.**

The City will consider requests for reasonable accommodation and medical or religious exemption from the COVID-19 vaccination requirement. The City will review requests for accommodation on a case-by-case basis in compliance with the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, and the California Fair Employment and Housing Act, and following guidance from the U.S. Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing. Volunteers may request a religious or medical exemption by emailing COVID-RA@sandiego.gov and requesting an application form.

The deadline to complete the form to report COVID-19 vaccination status is Monday, December 13, 2021.

The deadline to be fully vaccinated is Monday, January 3, 2022.

Volunteers must select one of the following responses:

- A. Yes, I am fully vaccinated against COVID-19 (14 days have passed since volunteer's final dose).
- B. No, I am not fully vaccinated against COVID-19, but I plan to become fully vaccinated by the compliance deadline of January 3, 2022.
- C. No, I am not vaccinated and I do not plan on being vaccinated.

Volunteers who decline to provide their vaccination status will be presumed to be not fully vaccinated. All volunteers who are not fully vaccinated or who decline to provide their vaccination status **will be subject to removal** from City advisory boards commissions. People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

How to Complete the Form: Using your web browser from any computer, volunteers may go to [City of San Diego Self-Report of COVID-19 Vaccination for Boards and Commissions Members \(google.com\)](#) and complete the form. If you are having issues, please make sure you clear the cookies and cache from your web browser.

Have You Lost Your Vaccination Card?

If you have lost or misplaced your vaccination card:

1. You may be able to get a confirmation email with your vaccination records through the [Digital COVID-19 Vaccine Record](#). You will need to provide the cell phone number or the email address that you used to schedule your vaccination appointment. If you fail to get a match using your cell phone number, try again using your personal email address or your work email address.
2. You may request your current vaccination record from your primary care provider.
3. You may contact the San Diego County Immunization Registry helpdesk at: (619) 692-5656.
4. You may request a copy of your vaccination record from California Immunization Registry (CAIR) by using this request portal: <https://cairforms.cairweb.org/AuthorizationToRelease/AuthorizationToRelease>.

For questions, please email boards-commissions@sandiego.gov.