



Human Resources
145 SE Salmon Drive
Redmond, OR 97756
(541) 923-8922

DATE: February 3, 2022
TO: Current and Prospective Volunteers
FROM: Kelly Hicks
RE: COVID Vaccine / Exception Requirement

Hello Current and Prospective Volunteers ~

Thank you for your interest in contributing to our school community.

This memo has important information regarding the State's vaccination or vaccination exception request requirement. These requirements apply to all volunteers-- those who volunteer with athletics and co-curricular, those who volunteer in the classroom or main office, those who chaperone any field trip, outing or special school-sponsored event.

Oregon Administrative Rule 333-019-1030 states, "On or before October 18, 2021, teachers, school staff and volunteers must provide their employer with either: (a) proof of vaccination showing they are fully vaccinated; or (b) documentation of a medical or religious exception."

In order to volunteer with our District in any capacity, please take the following action immediately:

- (a) Provide a copy of your vaccination card/record by sending this item electronically to our District Office Manager, mel.salinas@redmondschools.org. Ms. Salinas will confirm via email that your document has been received. **Please indicate in your communication the school(s) at which you intend to volunteer**

OR

- (b) Complete a [Religious Exception form](#) or a [Medical Exception form](#) and send electronically to kelly.hicks@redmondschools.org. You must indicate '**volunteer**' on the exception form in the space labeled 'Job Title/Position'. You will be notified via email to the address used to send the form when your exception is approved. You must use the official form. No other format will be accepted. **Please indicate in your communication the school(s) at which you intend to volunteer.**

Your vaccination status is confidential. Human Resources will inform the school(s) when you have met the vaccination/exception requirement. The District cannot allow any individual to participate as a volunteer unless this requirement has been met. Thank you.