

To: Montgomery College Employees

From: Krista Leitch Walker, Vice President and Chief HR Officer
Office of Human Resources and Strategic Talent Management

Subject: **Update on County Request for COVID-19 Vaccine Prioritization and How to Obtain Employment Verification Letters**

Date: March 1, 2021

As noted in [Dr. Pollard's February 3, 2021, memorandum](#), the College has provided the Montgomery County Department of Health and Human Services (DHHS) a list of employees who are currently working physically on the College's campuses and/or other onsite work locations. At this time, Montgomery County is behind the state in moving to [Phase 1C](#). However, we have been informed by the county DHHS that these employees can expect to be contacted within the next few weeks.

COVID-19 vaccines are also being distributed throughout the state of Maryland, and there are multiple ways that Montgomery College employees may be eligible to receive the vaccine. Individuals may be eligible based on age, health status, job-type, employer, healthcare provider, and/or other factors. Vaccine providers, such as the state, county, and healthcare providers (e.g., Kaiser Permanente, etc.) are distributing their vaccine supply based on criteria that they determine. (Please note that the College does not determine employee eligibility for any vaccine or vaccine priority. Additionally, the College does not currently require employees to receive the COVID-19 vaccine, however, it is strongly encouraged, should the employee wish to receive one.)

Some vaccination providers – including the “mass vaccination” sites operated by the state – will vaccinate Montgomery College employees on the basis that the state has moved to Phase 1C. This includes employees in the higher education sector, such as faculty, staff, and administrators. Providers offering the vaccine on this basis may require a verification of your employment.

Any current MC employee can request an employment verification letter by sending an email from their College-issued email address to the [HRSTM Virtual Help Desk](#). HRSTM will provide the employment verification letter in PDF format so that it can either be printed or downloaded to a mobile device.

For additional information about the COVID-19 vaccine, please visit the [College's vaccine website](#), the [County's vaccine information](#), or the latest from the State's [CovidLINK](#) (which includes info on mass vaccination sites).