MC MONTGOMERY COLLEGE

Memorandum

To: Montgomery College Employees

From: Adam Reid, Director of Public Safety, Health, and Emergency Management
Krista Leitch Walker, Vice President of Human Resources and Strategic Talent Management

Subject: **Requirements for MC Employee Volunteers at Germantown Campus Vaccination Site**

Date: April 1, 2021

Thank you to the many employees who have inquired about volunteering at the COVID-19 vaccination site at Montgomery College's Germantown Campus. It certainly is uplifting to see the great interest and commitment among our employees to supporting our community as we work together through the COVID-19 pandemic.

We would like to take this opportunity to share the following details that address most of the questions we are receiving about volunteering:

- If you choose to volunteer during your scheduled work hours, you must use your personal or annual leave and have this leave approved by your supervisor in advance.
- The Germantown campus vaccination site is operated by the State of Maryland and the Montgomery County health departments, with Holy Cross Health and the College serving supporting roles as the pharmacy and host facility, respectively. The College is not scheduling or organizing any of the vaccination efforts.
- The State of Maryland has one registration site for all vaccination site volunteers. To register to volunteer, please visit the website: Maryland Responds Medical Reserve Corps
- The state requires potential volunteers to consent to and authorize a background check. *The scope of this background check will include, but is not limited to, verification of Social Security number, current and previous residences, employment history, education history, driver's license records, public records of civil and criminal history, and professional licensing and credentialing. The authorization excludes the release of credit or medical information.*
- The state does not require volunteers to be vaccinated, however, it is strongly encouraged.
- The Germantown Campus, located at 20200 Observation Dr. in Germantown, is accessible by car, Ride On bus, and Metro's Red Line combined with a transfer to Ride-On Route 55 to the on-campus stop.

As a supporting partner in this vital effort to keep our community protected from COVID-19, this opportunity is an extension of our service mission and the College is proud to be a part of it. Thank you for your contributions and support.

Any questions can be emailed to: volunteers@montgomerycollege.edu.