Please read the following detailed message from Malcolm X College’s Dean of Community and Continuing Education, Lizz Gardner. If you have questions regarding how this impacts your Community and Continuing Education course, please send an email to mxc-cont-ed@ccc.edu. We are excited to serve you as safely as possible during this complicated time.

Governor Pritzker has required that all higher education faculty, staff and students need to either be vaccinated or they must take part in a weekly COVID-19 testing program. We strongly encourage all faculty, staff, and students to get vaccinated, and we are hosting free vaccination events in the coming days, which can found here.

Students and employees on campus who do not provide proof of vaccination are required to participate in the COVID-19 testing program and test once per week. Regular testing contributes to keeping everyone at CCC safe by identifying asymptomatic individuals that could be carrying the virus. This does NOT impact students enrolled in FULLY online courses.

You can be exempt from weekly testing by being fully vaccinated and uploading a photo of your vaccination card to your student portal, as described below. If you do not upload a photo of your vaccination card to your student portal, you will need to test once per week.

Failure to participate will result in progressive discipline, up to loss of access to your college and classes. Students who are suspended will still be financially responsible for all charges.

In order for students to get acclimated to this process, City Colleges will begin enforcement measures the week of September 20th. The testing program is operated in partnership with SHIELD Illinois. SHIELD Illinois administers a saliva-based COVID-19 test method that was developed by the University of Illinois. The saliva-based COVID-19 test is a non-invasive test that simply requires an individual to deposit a saliva sample into a provided vial at an on-campus testing site.
**Getting an Exemption from Weekly Testing**

If you wish to be exempt from weekly testing, fully vaccinated students should upload a photo of your vaccination card to their student portal, as described below:

- Log into student portal my.ccc.edu
- Under *Alerts/Task/Holds*, click on Upload COVID Vaccination ID Card
- Click Upload New Document
- Choose document from your device
- Click Upload and done

View this video for a demonstration of how to upload your proof of vaccination.

**Note:** In general, people are considered fully vaccinated:
Two (2) weeks after their second dose in a 2-dose series, of Pfizer or Moderna vaccines, or two (2) weeks after a single-dose vaccine, of Johnson & Johnson vaccine. If the requirements are not met, they are **NOT** fully vaccinated.

**What happens if I do not test?**

Students without an approved exemption are subject to Section 8.30.

**Section 8.30 Infectious Diseases Procedures: Infectious Diseases (p. 111, language below is paraphrased)** The Chancellor, College President or their designees will report all incidents of infectious diseases to the City of Chicago Department of Health or other responsible public agency as required by law upon report, to the Chancellor, College President or their designees will follow the direction of the responsible public agency. CCC is committed to protecting the health and general welfare of the students, faculty and staff. CCC will not disclose the identity of any employee or student who has a communicable disease, except as authorized by law or where that individual provides written consent. The college shall identify sources of competent and confidential testing for communicable diseases as well as counseling services upon request.

The following consequences will be enforced based on non-compliant actions:

**Level 1:** Students who missed two screenings – Email reminder with testing expectations.
Level 2: Missed Screenings for three consecutive weeks- Administrative Hearing with Dean of Student Services or designee to discuss non-compliance with Institution policy

Level 3: Ongoing failure to comply, after four missed screenings. Immediate loss of access to courses and facilities for the remainder of the term.

When & How to Sign Up for Your Weekly COVID-19 Test

- You are required to be tested for COVID-19 once a week.
- The lab staff will be on your campus on the schedule below. You should sign up for a test each week through the online appointment system. Click the link and complete the form to make your appointments at any of the college locations.

<table>
<thead>
<tr>
<th>College/Satellite</th>
<th>Room</th>
<th>Testing Available</th>
<th>Registration Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daley College</td>
<td>Bottom of the stairs that lead from the Lobby to the Lower Level</td>
<td>Tuesday 9am-12pm Wednesday 1pm-4pm</td>
<td></td>
</tr>
<tr>
<td>Arturo Velazquez Institute</td>
<td>Room 1208A</td>
<td>Tuesday 9 am – 11 am</td>
<td>Portal.shieldillinois.com</td>
</tr>
<tr>
<td>Kennedy-King College</td>
<td>W-278</td>
<td>Tuesday 9 am – 12 pm Wednesday 2 pm – 6 pm</td>
<td>Agency Code: ba4qgxbt</td>
</tr>
<tr>
<td>Dawson</td>
<td>First Floor outside room 101</td>
<td>Wednesday 2 pm – 4 pm</td>
<td></td>
</tr>
<tr>
<td>Harold Washington College</td>
<td>Rm. 102 (Right off the Lobby)</td>
<td>Monday 1pm-4pm Thursday 9am-11am</td>
<td></td>
</tr>
<tr>
<td>Malcolm X College</td>
<td>Conf Room 1103</td>
<td>Tuesday 2 pm – 6 pm</td>
<td></td>
</tr>
<tr>
<td>College</td>
<td>Location</td>
<td>Schedule</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>West Side Learning Center</td>
<td>Room 130</td>
<td>Wednesday 9 am – 12 pm</td>
<td></td>
</tr>
<tr>
<td>Olive-Harvey College</td>
<td>Room 1402 (Main Building)</td>
<td>Monday – 8am – 12pm; Thursday – 12pm – 4pm</td>
<td></td>
</tr>
<tr>
<td>South Chicago Learning Center</td>
<td>Lab 016</td>
<td>Thursday 12 pm – 2 pm</td>
<td></td>
</tr>
<tr>
<td>Truman College</td>
<td>1571 (Updated room)</td>
<td>Tuesday – 1pm – 5pm; Wednesday 1pm-5pm</td>
<td></td>
</tr>
<tr>
<td>Wright College</td>
<td>Events Building Lobby (Right off the Campus Center Entrances)</td>
<td>Tuesday 9am-11am Wednesday 1pm-4pm</td>
<td></td>
</tr>
<tr>
<td>Wright College - Humboldt Park</td>
<td>Room 110</td>
<td>Wednesday 2 pm - 4pm</td>
<td></td>
</tr>
</tbody>
</table>

- Please follow the instructions on the registration page.
- The testing process should take less than five minutes each week, with the exception of your first test when the registration paperwork must be completed.
- Students may test at any of the above colleges.
- Testing is free, please bring ID
- COVID-19 protocols will be in place for the appointments.
• This testing is **not** for symptomatic individuals; people who are sick should remain at home and consult with their medical provider.

**Testing instructions**
Please bring a photo ID and the **(QR code provided when you schedule your appointment)**. Individuals should not eat, drink (including water), chew gum, smoke, or use tobacco products within 60 minutes of providing a saliva sample. Doing any of these things within 60 minutes of providing a sample could produce an inconclusive result and require the individual to re-test. Test results will be posted in the patient portal after the lab results are completed.

**Create Your SHIELD IL Portal Account**
In order to get tested, individuals should create an account on the SHIELD IL portal and schedule their test appointment. Please use the URL listed below to create your portal, along with the Agency Code that will be provided at a later date. **Do not delete this email until you have set up your account.** After scheduling appointment, you will receive a QR code via text or email that will be scanned on site by SHIELD Illinois staff.

*Website: Portal.shieldillinois.com*
*Agency Code: ba4qgxbt*

Free testing will be provided on a weekly basis and will be required once a week. Appointments will be made online. COVID-19 protocols will be in place for the appointments. This testing is not for symptomatic individuals; people who are sick should remain at home and consult with their medical provider.

**What Is SHIELD Illinois?**
SHIELD Illinois is a University of Illinois program whose goal is to share the innovative, saliva-based COVID-19 test developed at the University of Illinois Urbana-Champaign with the rest of the state. The process requires individuals to simply deposit a small amount of saliva in a vial, which usually takes less than five
minutes, and provides results within 24 hours of samples reaching a SHIELD Illinois lab.
If you have any questions, please reach out to your college president or email covid19@ccc.edu.