



Job Aid - Steps to Activate On-Demand Safety Parent/Guardian/Extended Family Volunteers (On-Demand Safety Volunteers)

Purpose: This job aid will guide and assist school staff to process On-Demand Safety Parent/Guardian/Extended Family Volunteers (On-Demand Safety Volunteers) in order to ensure student safety on school campuses.

From BUL 6746.3: *Establishing and Administering School/ Office Volunteer Programs, page 3*

Only parents, guardians and extended family, at the discretion of the principal, can participate as Tier I “On-Demand Safety Volunteers”. Volunteers support schools in case the Superintendent or Local District Superintendent declares an on-demand safety need that requires safety support from parents/guardians/extended family whose child attend the public school. The volunteer would fill out the On-Demand Volunteer Application and submit it to the principal or designee. Principals, in anticipation of such a safety demand, within a reasonable period of time, may invite parents/guardians/extended family to fill out an On-Demand Safety Volunteer Application with the understanding that their support will not be implemented until the declaration is made by the Superintendent or the Local District Superintendent.

On October 13 the Office of Parent and Community Services released a communication to Local District leadership communicating the activation of the On Demand Safety Volunteers.

The following steps will ensure volunteers are processed correctly.

Immediate Steps:

1. Ask Safety Volunteers to fill out **Attachment B1/B2: LAUSD On-Demand Safety Volunteer Application** and sign the **Volunteer Commitment Form, Attachment C1/C2**
2. Ask the Safety Volunteers to complete a COVID-19 baseline test, if one is not on file, at a Los Angeles Unified site found in the Daily Pass for faster processing. This may be scheduled by visiting <https://DailyPass.lausd.net>
3. School staff will verify Megan’s Law Clearance by entering volunteer’s name on the online CA Megan’s Law website at <https://www.meganslaw.ca.gov/>. Document the date Megan’s Law Clearance was reviewed on the paper application.
4. School staff will review the COVID-19 Vaccination Card to verify that the Safety Volunteer is fully vaccinated. See *Verifying Proof of COVID 19 Vaccination*.
5. School staff will keep the signed Application and Volunteer Commitment Form on file at the school in a secure location for 5 years.
6. Ask the volunteer to schedule a COVID-19 baseline test at a regional site or COVID-19 testing provider of their choice and upload results to the Daily Pass at <https://dailypass.lausd.net>.

Next Steps:

1. Ask the volunteer to fill out an Online Volunteer Application at <https://volunteerapp.lausd.net>.
2. Ask the volunteer to upload their vaccination card in the Daily Pass at <https://dailypass.lausd.net>.

For further assistance, please contact families@lausd.net.

Los Angeles County Visual Guidance Verifying Proof of COVID-19 Vaccination



How to verify if a person is fully vaccinated

- ✔ Check to see if the name on the vaccination record matches a photo ID, AND
- ✔ Check proof of COVID-19 vaccination for vaccination type and date(s) (a and b on image)
 - If Johnson & Johnson (J&J), verify single dose with date 14 days prior to today
 - If Pfizer or Moderna, verify two doses with dates. The most recent dose being 14 days prior to today

Types of acceptable proof of COVID-19 vaccination

A. Vaccine Record Card or Health Record

Vaccine	Product Name/Manufacturer Lot Number	Date	Healthcare Professional or Clinic Site
1 st Dose COVID-19	MODERNA PFIZER J+J 000A018	03/03/2021 mm dd yy	a
2 nd Dose COVID-19	MODERNA PFIZER 001B00A	03/17/2021 mm dd yy	b
Other		mm dd yy	
Other		mm dd yy	

- **CDC COVID-19 Vaccination Record Card** (White Card)
- **World Health Organization (WHO) Vaccine Record Card** (Yellow Card)
- **Documentation of vaccination from the healthcare provider or entity that provided the COVID-19 vaccines**
- **California Immunization Registry (CAIR2) Vaccination Record**

The person can show the card, a photo of the card as a separate document, or a photo of the card stored on a phone or electronic device.

B. Digital Vaccination Record

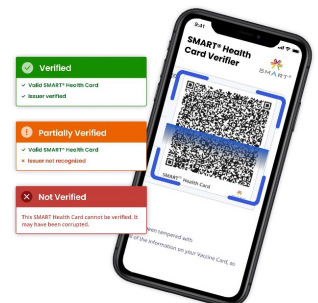
Vaccination Information

Name: Jane Smith
DOB: 01/01/1960
Dose #1 Date: 03/03/2021
Dose #1 Type/Mfr: Moderna / Pfizer / J&J
Dose #2 Date: 03/17/2021
Dose #2 Type/Mfr: Moderna / Pfizer

Issued by:

- **California Department of Public Health (CDPH)*** (free)
- **An approved company** (e.g. Healthvana and Carbon Health) (free)

* Businesses can download the free SMART Health Card verifier app to read the QR code (thecommonsproject.org/smart-health-card-verifier). Scan the code and confirm there's a green "Verified" indicator at the top of the screen and the required information ✔ is shown.



For visitors from other state or countries, ask for similar vaccination documentation issued by their local government.

A person who was vaccinated outside the US is considered to be fully vaccinated 14 days after they finish a series of a COVID-19 vaccine that vaccine is listed for emergency use by the World Health Organization (WHO) – currently AstraZeneca-Oxford (e.g., Covishield, Vaxzevria), Sinopharm, and Sinovac.

For more information, visit the [vaccine records](#) at VaccinateLACounty.com

EXAMPLES OF VACCINATION RECORDS

California Department of Public Health Digital Vaccination Record

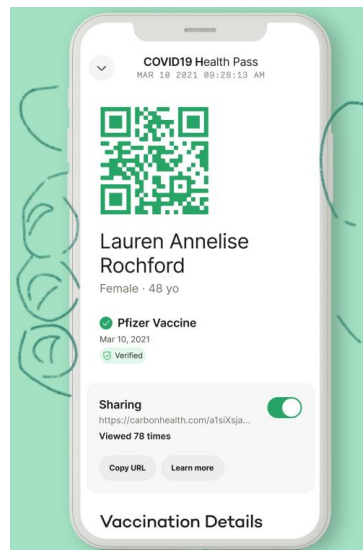


CDPH Digital Vaccination record after being scanned by the SMART Health Card Verifier App.
Image from thecommonsproject.org/smart-health-card-verifier

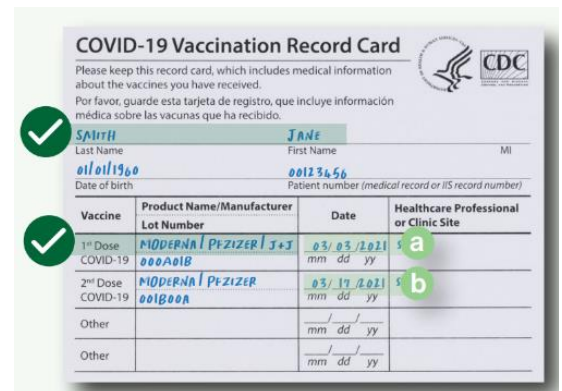
Healthvana



Carbon Health COVID-19 Health Pass



CDC Vaccination Record Card



California Immunization Registry (CAIR2) Vaccination Record

IMMUNIZATION RECORD Comprobante de Inmunización			
Name <i>nombre</i>	John Doe		
Birthdate <i>fecha de nacimiento</i>	05/04/1964	Sex <i>sexo</i>	Male
Allergies <i>alergias</i>			
Vaccine Reactions <i>reacciones de la vacuna</i>			
History of Chickenpox <i>historia de varicela</i>	No	Date Printed	06/09/2021
RETAIN THIS DOCUMENT - CONSERVE ESTE DOCUMENTO			