Employee Vaccine Guide for COVID19 and Flu

As of 08/01/2022 UCR is no longer using the My Chart/Epic system for staff and faculty. The Point and Click system require an individual to upload their COVID-19 primary series vaccine records as this is not connected to any other system. The same process is required for Flu. It is the employee's responsibility to either attest or decline the Influenza Vaccine and the COVID-19 Booster, which can only be done within Point and Click using your UCR Net ID.

Process through Point and Click "PNC"

Employees

COVID-19 Vaccine Upload Process:

- Click on the patient portal link: Patient portal.
    - If you are not directed to the UCR Employee Health Record **System or are unable to login,** please contact UCR ITS for assistance:
        1. Tel: 951-827-4848
        2. To Place a Support Ticket with ITS: UCR - Home - UCR - Portal (service-now.com)
- Click on the third blue box "View My Medical Clearances/Vaccination Records" in the center of the page

Home for

You last logged in: ⏻ Log Out

Welcome to

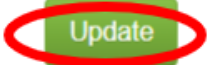## Student Health and Counseling Services/Employee Health Records

I would like to...

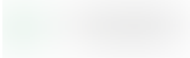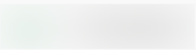| |
|---|
| Schedule an Appointment |
| (Students Only) Send or View Secure Message |
| View My Medical Clearances and Vaccine Records |
| View My Medical Records |
| View My Lab Results |

- ➤ If you do not see your clearances as pictured below, please send a secure email to covid19@ucr.edu for assistance or call the COVID-19 Hotline (844) 827-6827(assistance available until 06/30/2023)

- On the next screen, Click the green "Update" button in the "COVID Vaccine" section

Items required for clearance:

Clearance		Status
COVID Vaccine	Update	
Influenza Vaccine	Update	

- Click "Add Immunization" under "COVID-19 Vaccine History" and input the date and the correct Immunization option for each dose reflected on your Proof of COVID-19 Vaccination. Be sure to click "save" after each entry. Please make sure your immunization entries are accurate; if they are found to be incorrect, you will remain noncompliant and need to resubmit.

COVID-19 Vaccine History

Add Immunization

Immunization	Administered Date

Add Immunization   ✕

Date	Immunization
MM/DD/YYYY	Select one...

Save   Cancel

- Click "Upload" under "COVID-19 Vaccination Card Upload" and choose the file that contains your COVID-19 Vaccination Record. Acceptable forms of documentation can be found below under "Acceptable Proof of COVID-19 Vaccination"
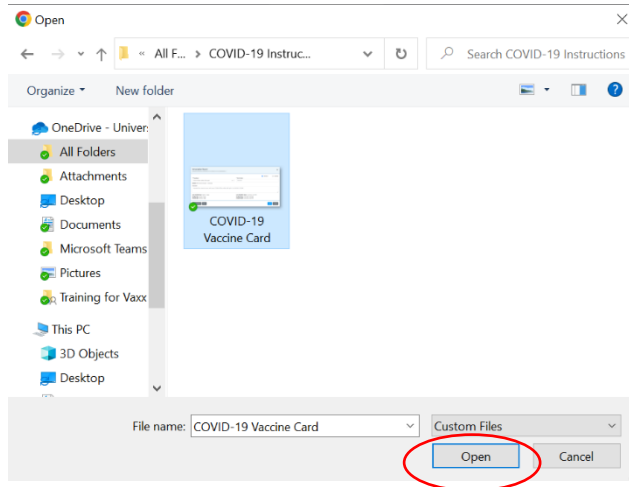
COVID-19 Vaccine

Please add all doses of your Covid-19 immunization information below. Please verify all doses are on your vaccine record prior to uploading.

COVID-19 Vacination Card Upload

Upload
Please upload a copy of your vaccination card

- After choosing your file and clicking "open," please review your image to make sure it is the correct file; if it is correct, click "done." Your document and immunizations will be reviewed by compliance staff to ensure accuracy. If the immunizations entries and uploaded documents do not match, you will remain noncompliant for COVID-19. You have completed your COVID-19 Vaccine Verification.

Process through Point and Click "PNC"

Employees

COVID-19 Bivalent Booster Vaccine Upload Process:

- Click on the patient portal link: <u>Patient portal</u>.
    - If you are not directed to the UCR Employee Health Record System or are unable to login, please contact UCR ITS for assistance:
        1. Tel: 951-827-4848
        2. To Place a Support Ticket with ITS: <u>UCR - Home - UCR - Portal (service-now.com)</u>
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Home for

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Student Health and Counseling Services/Employee Health Records

I would like to...

Schedule an Appointment
(Students Only) Send or View Secure Message
View My Medical Clearances and Vaccine Records
View My Medical Records
View My Lab Results

> ➢ If you do not see your clearances as pictured below, please send a secure email to <u>covid19@ucr.edu</u> for assistance or call the COVID-19 Hotline (844) 827-6827(assistance available until 06/30/2023)

- On the next screen, Click the green "Update" button in the "COVID Biva Boost 09/01/2022" section.

Clearance		Status
COVID Biva Boost 9/1/2022	Update	
COVID-19 Vaccine	Update	
Influenza Vaccine	Update	

- Click "Add Immunization" under "COVID-19 Vaccine History" and input the date and the correct Immunization option for each dose reflected on your Proof of COVID-19 Vaccination. Be sure to click "save" after each entry. Please make sure your immunization entries are accurate; if they are found to be incorrect, you will remain noncompliant and need to resubmit.

COVID-19 Vaccine History

Add Immunization

Immunization	Administered Date

Add Immunization

Date
MM/DD/YYYY

Immunization
Select one...

Save   Cancel

- Click "Upload" under "COVID-19 Vaccination Card Upload" and choose the file that contains your COVID-19 Vaccination Record. Acceptable forms of documentation can be found below under "Acceptable Proof of COVID-19 Vaccination"

COVID-19 Vaccine

Please add all doses of your Covid-19 immunization information below. Please verify all doses are on your vaccine record prior to uploading.

COVID-19 Vacination Card Upload

Upload
Please upload a copy of your vaccination card

- After choosing your file and clicking "open," please review your image to make sure it is the correct file; if it is correct, click "done." Your document and immunizations will be reviewed by compliance staff to ensure accuracy. If the immunizations entries and uploaded documents do not match, you will remain noncompliant for COVID-19. You have completed your COVID-19 Vaccine Verification.

COVID-19 Bivalent Booster Vaccine Declination Process:

Process through Point and Click "PNC"

Employees

COVID-19 Declination Vaccine Process:

- Click on the patient portal link: <u>Patient portal</u>.
    - If you are not directed to the UCR Employee Health Record **System or are unable to login,** please contact UCR ITS for assistance:
        1. Tel: 951-827-4848
        2. To Place a Support Ticket with ITS: <u>UCR - Home - UCR - Portal (service-now.com)</u>
- Click on the third blue box "View My Medical Clearances/Vaccination Records" in the center of the Page

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- ➤ If you do not see your clearances as pictured below, please send a secure email to <u>covid19@ucr.edu</u> for assistance or call the COVID-19 Hotline (844) 827 - 6827(assistance available until 06/30/2023)

- Click the blue, **"Request an Exemption"** button below.

Student Health & Counseling Services	
Home	
Profile	To Provide your influenza vaccine date and name for the current year:
Medical Clearances Not Satisfied	1. Click the green "**Update**" button in the "Influenza Vaccine" section.
Appointments	2. Enter the date you received your flu vaccine.
Consent Forms	3. In the drop down, select the vaccine type you received OR select "**Flu nasal unspc (Influenza nasal unspecified).**"
Groups/Workshops	4. Click "**Done** " and your information will be saved. **You do not need to upload a copy of your flu vaccination record.**
Referrals	To Decline Influenza Vaccination for the current year:
Handouts	1. Click the blue"**Request an Exemption**" button below.
Messages	2. Choose "**Influenza Vaccine**" from the dropdown options under "Clearance."
Letters	3. Choose the only option from the dropdown menu. **Additional comments/explanation is NOT required.**
Download/Upload Forms	4. Click "**Submit.**"

Overall Clearance Status: ⊗ Not Satisfied

Items required for clearance:

Clearance		Status
COVID Bivalent Booster	Update	● Not Compliant
COVID-19 Vaccine Primary	Update	● Compliant
Influenza Vaccine	Update	● Not Compliant

Clearance Exemptions:

Clearance	Status

Request an Exemption

- Read the declination form for **COVID19 Bivalent Booster.**

Request an Exemption

-----------------------------UCR COVID19 BOOSTER Declination-----------------------------

The University of California recommends that all members of the community, except those who have had a severe allergic reaction to a previous dose of the COVID-19 vaccine or to any of its components, * receive a vaccination to protect against COVID-19 disease and get boosters as needed to stay up-to-date.

Primary COVID19 vaccines are mandatory and cannot be declined using this form. Please use the medical or the COVID19 religious exemption forms located in upload/download forms section in the patient portal and follow the guidelines for COVID19 primary series vaccination exemptions.

I am aware of the following facts:
- COVID-19 is a serious disease and has killed over 1 million people in the United States since February 2020, 100,000 in California alone.
- COVID-19 vaccine is recommended for me other members of the community to protect our students, patients, faculty, and staff, and our families and communities, from COVID-19, its complications, and death.
- If I contract COVID-19, I can shed the virus for days even before any symptoms appear. During the time I shed the virus, I can transmit it to anyone I contact.
- If I become infected with SARS-CoV-2, the virus that causes COVID-19, even if my symptoms are mild or non-existent, I can spread the disease to others, and they can become seriously ill or die as a result.
- Nearly 1 in 5 American adults who have had COVID-19 is estimated to be suffering from "Long COVID" – symptoms that can last months or years after COVID-19 and can be debilitating.
- Contracting COVID-19 could have life-threatening consequences for my health and the health of everyone with whom I have contact, including my coworkers or peers and the most vulnerable members of our community.

Despite these facts, I am voluntarily choosing to decline the most recent COVID-19 booster.

I understand that I can change my mind at any time and accept the COVID-19 booster. I understand that as long as I am not Up-to-Date on COVID-19 boosters, I may be required to wear a mask and may be required to take other precautionary measures, such as increased testing.

I attest that I have read the above information and will comply with UCR non pharmaceutical interventions (NPI's) for COVID19.

-------------------------------- Declination of Influenza Vaccination-------------------------------

The University of California Riverside recommends that all members of the community, except those who have medical contraindications, receive a vaccination to protect against influenza (flu) during the 2022-2023 flu season. I understand that:

Cancel

- Click on the blue "Exemption" button. Click from the from the dropdown menu select "**Covid Bivalent Booster**", then click the blue "**continue**" option. **Additional comments/explanation is NOT required.**

Request an Exemption

reduces the risk of severe illness. By getting vaccinated, a person can also protect those around them, including those who are more vulnerable to serious flu illness.

2. Influenza is a serious respiratory disease. Each year in the United States, influenza kills thousands of people and causes hundreds of thousands of hospitalizations.
3. Influenza vaccination is recommended to protect our campus staff, faculty and students from influenza, its complications, and death.
4. If I contract influenza, I can shed the virus for 24 hours before any influenza symptoms appear. During the time I shed the virus, I can transmit influenza to others.
5. If I become infected with influenza, even if my symptoms are mild or non-existent, I can spread influenza to others. Symptoms that are mild or non-existent in me can cause serious illness and death in others.
6. I understand that the strains of virus that cause influenza infection change almost every year and, even if they don't change, my immunity declines over time. This is why vaccination against influenza is recommended every year.
7. I understand that it is impossible to get influenza from influenza vaccine.
8. The consequences of my refusal to be vaccinated could have life-threatening consequences for my health and the health of everyone with whom I have contact.

I acknowledge that:

1. I have read and understand the information provided in this informed refusal.
2. I DO NOT agree to have the vaccine as recommended.

I am choosing to decline the Influenza (flu) vaccine and I am attesting and agreeing to:

- Wear a mask everywhere on campus until the end of the flu season August 31-May 31 regardless of any change in COVID-19 requirements.
- Any additional NPIs (Non-Pharmaceutical Interventions), social distancing, or other requirements or restrictions specified by my campus or local public health authorities.
- I can change my mind at any point in time and receive the vaccine.

Clearance

COVID Bivalent Booster

Continue

New Exemption Request

×

Add your exemption information below.

Requesting Exemption For: **COVID Bivalent Booster**

Reason

I decline to get the COVID-19 booster vaccine.

Comment/Explanation

[   ]

[Submit] [Cancel]

- Click on the blue **"submit" button to move forward.**

  ➢ **Declination** status will make you compliant and will look like below. You are now compliant. If you do not see your clearances as pictured below, please send a secure email to covid19@ucr.edu for assistance or call the COVID-19 Hotline (844) 827 – 6827(assistance available until 06/30/2023)

Overall Clearance Status: ✓ Satisfied

Items required for clearance:

Clearance		Status	Details
COVID Bivalent Booster	Update	✓ Compliant	Exempt: COVID-19 Declination ❶
COVID-19 Vaccine Primary	Update	✓ Compliant	Satisfied ❶
Influenza Vaccine	Update	✓ Compliant	Exempt: Flu Shot Declination ❶

Clearance Exemptions:

Clearance	Status	Last Updated
COVID Bivalent Booster	Approved until 10/10/2023 by Patient	3/24/2023 3:01 PM by Patient
Influenza Vaccine	Approved until 09/30/2023 by Patient	3/24/2023 2:59 PM by Patient
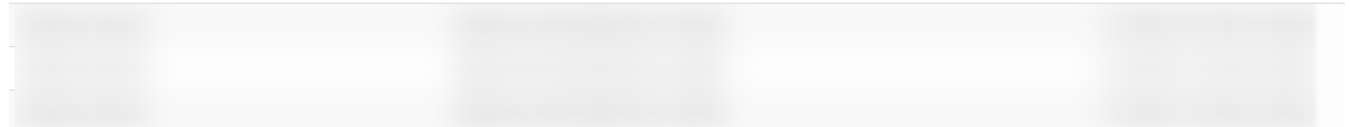
[Request an Exemption]

Flu Vaccination Information

University of California flu vaccine requirement According to the "Seasonal Influenza Vaccination Program" attachment within the <u>UC Policy on Vaccination Programs</u>, **all covered students, faculty, other academic appointees and staff are <u>required</u> to get vaccinated against influenza or opt out. The deadline to provide this information to UCR will be December 1 of the academic year.**

While the requirement applies to those who will be living, learning, or working on campus, all members of the campus community - and their families - are strongly encouraged to get the flu vaccination. Those employees with an approved 100% remote work agreement on file do not need to submit their vaccine status.

How to provide your flu vaccine information to campus

*Please note that your Medical Clearances record will show as "**non-compliant**" until you either provide your flu vaccine information or indicate you have declined the seasonal flu vaccine as instructed below.*

Starting in August 31 through December 1 of the academic year employees and students have access to the Student Health Center's immunization record system. Employees can log into the portal via standard campus multifactor authentication (MFA). This secure system is isolated to only information provided by the employee and does not connect to other health records an employee may have at other healthcare locations.

- Click on the patient portal link: <u>Patient portal</u>.
- Click on the third blue box "View My Medical Clearances/Vaccination Records" in the center of the page

Home for

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- On the next screen, you will see directions for **adding your Influenza immunization** or **submitting a declination.**
  - **To Provide** your Influenza Vaccine date and name for the current year:
    1. Click the green **"Update"** button in the "Influenza Vaccine" section

Items required for clearance:

Clearance	
COVID Vaccine	Update
Influenza Vaccine	Update

2. Click "Add Immunization" under Influenza Vaccine History

Influenza

2022-2023 INFLUENZA SEASON
Influenza vaccines need to be dated 8/31 or after for each new influenza season. Please see CDC influenza vaccine recommendations and FAQ's: https://www.cdc.gov/flu/season/faq-flu-season-2022-2023.htm

Influenza Vaccine History

Add Immunization

3. Input the date of your Influenza vaccine and in the drop down, select the vaccine type you received OR select "Flu nasal unspc (Influenza nasal unspecified)" and then click "save."

Add Immunization   ×

Date   Immunization

MM/DD/YYYY   Select one...   ⌄

Save   Cancel

4. Click "Done" and your information will be saved. You **do not** need to upload a copy of your flu vaccination record. You are now compliant for this year's Influenza Vaccine.

Influenza

2022-2023 INFLUENZA SEASON
Influenza vaccines need to be dated 8/31 or after for each new influenza season. Please see CDC influenza vaccine recommendations and FAQ's: https://www.cdc.gov/flu/season/faq-flu-season-2022-2023.htm

Influenza Vaccine History

Add Immunization

Immunization   Administered Date

Done

- **To Decline** Influenza Vaccination for the current year:
    1. Click the blue **"Request an Exemption"** button below

Clearance Exemptions:

Clearance	Status	Last Updated

Request an Exemption

2. Choose "Influenza Vaccine" from the dropdown options under "Clearance" and click "Continue."

Request an Exemption   ×

Clearance

| Select Clearance... | ⌄ |

Select Clearance...
Influenza Vaccine

                                                                    Cancel

3. Choose the only option from the dropdown menu. Additional comments/explanation is NOT required.
4. Click "Submit." You are now compliant for this year's Influenza Vaccine.

Influenza Vaccine Declination Process:

- Click on the patient portal link: Patient portal.
- Click on the third blue box "View My Medical Clearances/Vaccination Records" in the center of the page
- On the next screen, scroll down to the Clearance Exemptions section located at the bottom of the page
- Click on green "Request an Exemption" button. This will take you to the Declination option

- In "select clearance" dropdown list choose Influenza vaccine and click continue
- Select reason and choose "I have elected to decline influenza vaccination for the current academic year.
- Click submit and you will see in the clearance exemption section your approved and processed influenza declination exemption.