## **COVID-19 Vaccination Requirement**

If you are planning to be on campus this fall for any purpose – you must be vaccinated against COVID-19.

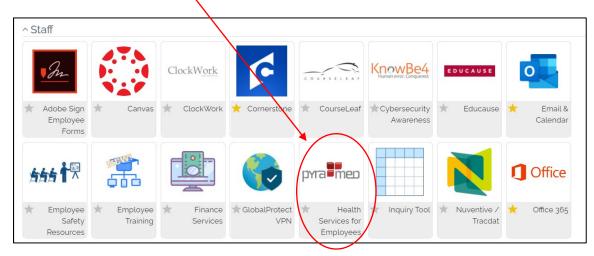
Below are instructions for employees to provide Proof of Vaccination or to submit a Request for Medical Exemption.

Please remember:

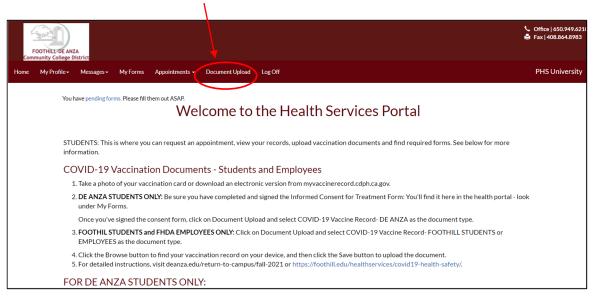
- Face masks are required indoors and outdoors while on campus.
- Social distancing measures (including signage and classroom assignments) will be in effect.
- Cleaning and sanitizing processes are also in place.
- Hand-washing and using hand sanitizer, as provided, is strongly advised.

## Employees

- 1. Access <u>MyPortal</u> (myportal.fhda.edu)
- Under the "Staff" applications, look for the "PyraMed Health Services for Employees" tab; click to access.



3. You will be taken to the PyraMed Health Services Portal for document upload and click on "Document Upload":



- 4. To upload your Vaccine Card select "*COVID-19 Vaccine Record Employees Only*" from the "Document Type" drop-down menu.
  - a. You can take a photo of your vaccination card or get a digital copy from the state health site at <u>myvaccinerecord.cdph.ca.gov</u>.
  - b. Save the digital photo or file to the computer or device that you will use to log in to the PyraMED health portal.
  - c. Click the **Browse** button to find the document file on your computer or device. (Your document file must be in one of the formats listed, such as .jpeg or .pdf)
  - d. Click the **Save** button to upload the document.
  - e. You will receive an immediate confirmation. The Health Services office will contact you if they have any questions.

FOOTHILL-DE ANZA Community College District	Additional Forms COVID-19 Request Medical Exemption Form- De Anza	🖨 Fax   408.864.8983
Home My Profile • Messages • My Forms Appointn		PHS University
Step 4	COVID-19 Request Medical Exemption Form- Foothill COVID-19 Test Results- De Anza Students only COVID-19 Test Results- Foothill Students Only COVID-19 Vaccine Record- De Anza Students Only COVID-19 Vaccine Record- Foothill Students Only COVID-19 Vaccine Record- Foothill Students Only Insurance Card -De Anza Students only Insurance Card -De Anza Students only Medical Health Cuestionnaine. De Anza Student only	
	Step 4C	
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5. To upload your Request for Medical Exemption – select "*COVID-19 Request Medical Exemption Form- Employees*" from the "Document Type" drop-down menu.

- a. Access the Request for Medical Exemption form <u>here</u>.
- b. Click the **Browse** button to find the document file on your computer or device. (Your document file must be in one of the formats listed, such as .jpeg or .pdf)
- c. Click the **Save** button to upload the document.
- d. You will receive an immediate confirmation. A representative from Human Resources will contact you if they have any questions.

FOOTHILE DE ANZA Community College Districe Home My Profile Messages My Forms Appoint Step 5	Additional Forms COVID-19 Request Medical Exemption Form- De Anza COVID-19 Request Medical Exemption Form- Employees COVID-19 Test Results- De Anza Students only COVID-19 Test Results- Foothill Students Only COVID-19 Test Results- Foothill Students Only COVID-19 Vaccine Record- De Anza Students Only COVID-19 Vaccine Record- Employees Only COVID-19 Vaccine Record- Foothill Students Only COVID-19 Vaccine Record- Foothill Students Only COVID-19 Vaccine Record- Foothill Students Only Insurance Card -De Anza Students only Medical Health Cuestionnaire. De Anza Student only	Fax   408.864.8983 PHS University
Step 5C	File Browse Step 5B	
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Those who have not certified their vaccination, are still completing their vaccination series, or have a valid exemption, will be *required* to provide negative test results from COVID-19 testing taken no more than 72 hours prior, if they are to be on-site at any District facility.