

UCR Flu Vaccine Procedures

For Academic and Staff

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I. Introduction

To support the health and well-being of the University of California (UC) community, University of California Office of the President (UCOP), in consultation with UC Health leadership, has issued an executive order to be in place to reduce the likelihood of severe disease. Effective November 1, 2020¹, all students, academics, and staff employees living, learning, or working at any UC Riverside location must receive a flu vaccine, unless an accommodation or an exemption permits otherwise.

The following information is intended to provide guidance and expectations as it relates to the official mandate and reducing severity of illness as an effort of maintaining a healthy campus for all.

II. Scope

All academic and staff (non-represented and represented) employees, and staff living, learning, or working at any UC Riverside (UCR) location must receive a flu vaccine by October 31, 2020. The flu vaccination requirement does not apply to those who are living, learning, or working remotely during this flu season. But those members of our community who have some reason to enter UCR premises, yet do not wish to receive a flu vaccination, may be eligible for an exception: either a medical exemption or a disability or religious accommodation.

UCR students are not within the scope of this standard operating procedure. For information on students refer to the Student Health Services Immunization Requirements at: <https://studenthealth.ucr.edu/immunization-requirements>.

III. Definitions

- A. On-Campus** (*for the purpose of this standard operating procedure*) is any space/facility that is owned or operated/leased by UCR (e.g., UCR Health practices, Palm Desert campus) or the UC.
- B. Reasonable accommodation** (*for the purpose of this standard operating procedure*) is a change to a job, department's policy, or to the work environment that enables the employee with a disability to perform the essential functions of the job.
- C. Religion** (*for the purpose of this standard operating procedure*) is a moral or ethical belief(s) as to what is "right and wrong" that are sincerely held with the strength of traditional religious views. This includes all traditionally recognized religions and beliefs, as well as other observations or practices which are sincerely held by an employee and occupy a place of importance parallel to that of

¹ The Court has postponed its hearing on UC's flu vaccine executive order from October 22 to November 4.

In connection with the postponement, the Court has ordered that UC not take any adverse action against any employee or student who comes to campus who has not had a flu vaccination, until the Court has had an opportunity to review UC's flu vaccination mandate.

traditionally recognized religions.

IV. University of California Executive Order

Effective November 1, 2020², no academic or staff employee (collectively an “Employee”) living or working on-site at any location owned, operated, or otherwise controlled by the UC may report to that site for work unless they have received their 2020-2021 Influenza (flu) vaccine or have an approved medical exemption, medical/disability or religious accommodation on file.

To read the full version of the Executive Order, visit:

<https://ucnet.universityofcalifornia.edu/news/2020/08/img/2020-21-flu-vaccination-executive-order.pdf>.

V. Completing the Employee Flu Vaccination Form

All Employees (including those who are working remotely) will receive an email informing them of their requirement to complete the Employee Flu Vaccination Requirement Form. Employees will receive an email with a personalized link to complete the requirement form. The electronic form must be completed and submitted by using the link provided in the email.

The Qualtrics System: UCR Employee Flu Vaccination Requirement Form may be used on a computer, tablet or smartphone.

A. The survey must be completed by all Employees.

B. Employees may use a:

1. personal computer (e.g., desktop, laptop, tablet, etc.)
2. smartphone
3. designated worksite computer in their department or on-campus:
 - a. Computer access will be made available to individuals currently reporting to campus such as facilities, dining, housing, and other areas that may need to be established to ensure completion of the form.
 - b. Employees who do not have access to email will be provided a department specific link to capture employee responses.
 - c. Employees completing the form on-campus will be asked to follow established protocols (e.g., face coverings, hand hygiene, social and physical distancing) when using on-campus computers, as well as all

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other activities. To prevent the spread of COVID-19, departments will be responsible for ensuring designated computers and other equipment used by Employees to complete the form are cleaned after each use.

In addition to completing the Employee Flu Vaccination Requirement Form, individuals reporting to campus for any reason and for any duration of time, must complete the Daily Wellness survey prior to reporting to campus.

C. Information Required by Form

1. Verify Personnel Information is accurate (if necessary, make changes needed)
 - a. First Name
 - b. Last Name
 - c. UCR E-mail Address
2. Are you a healthcare worker: physician, resident, fellow, medical student, provider, or someone who interacts regularly with patients?
 - a. Yes, I work as a healthcare worker
 - 1) Yes, I attest to being vaccinated
 - Healthcare workers will need to upload proof of influenza vaccination from a physician, pharmacy, etc.
 - 2) No, I have not been vaccinated
 - Indicate the reason and follow the prompts
 - b. No, I don't work as healthcare worker
3. Have you received a flu vaccination for this year's flu season 20/21?
 - a. Yes, I attest to being vaccinated
 - Enter the date you received a flu vaccine
 - b. No, I have not been vaccinated.
 - Indicate the reason (see below) and follow the prompts
 - I have a signed medical exemption form from my provider and am requesting a [medical/disability accommodation](#)
 - I need to request a new medical exemption and [medical/disability accommodation](#)
 - I need to request a [religious accommodation](#)
 - I need to schedule an appointment for a flu vaccine

VI. Flu Vaccine Verification Process

Upon completion of the Employee Flu Vaccination Requirement Form, an automated response will be generated from the Qualtrics system based upon Employee's responses to the questions on the form.

- A.** A notice will appear on the screen that the Employee uses (e.g., UCR computer,

smartphone, or other computer) to inform the Employee that:

1. their flu vaccination for the 2020 Flu Season has been confirmed and an email will be sent to the Employee for their records; or
2. they will receive a notice to upload a medical exemption form and will be contacted by the designated campus medical official also known as the Authorized Official.
 - a. If the medical exemption is approved, the Employee will need to complete a disability accommodation form and work with the HR Disability Management Office. Employees can send the disability accommodation form to: disabilitymanagement@ucr.edu.
 - b. If the medical exemption is denied, the Employee has an opportunity to appeal the decision. The Employee will need to submit a written appeal to: FV-20-21@medsch.ucr.edu. The appeal should include the documentation provided by the Employee's treating medical provider on the Medical Exemption Request Form. The Authorized Official will de-identify the documentation and submit the appeal to the designated local Immunization Exemption Appeals Officer (IEAO) for faculty and staff appeals.
 - 1) IEAO decisions will be rendered within 60 calendar days of receipt by the IEAO. The decision by the IEAO is final and not subject to any further appeal.
 - 2) While an appeal is pending, supervisors, along with the department Human Resources Business Partner, if necessary with the help of central Human Resources (HR) will make work arrangements to allow the Employee to continue to work while a decision is being made.
 - 3) If the exemption denial is upheld, the Employee will be expected to comply with the immunization requirement within 15 calendar days from denial.
3. their request for a religious accommodation will be forwarded to Employee and Labor Relations, a request for a disability accommodation will be forwarded to the Disability Management Office for review. The Employee will also receive an email for their records; or
4. if they have not been vaccinated and would like to schedule an appointment, UCR Health will be scheduling weekly drive-thru flu vaccine clinics through the month of October on campus at Parking lot 25, in front of the Student Recreation Center – North on Fridays. The Employee will also receive an email with next steps and periodic reminders until a vaccine or accommodation is noted on file.

B. Unless an Employee received the 2020–2021 flu vaccine or has an approved

medical exemption or accommodation on file they cannot report to a UC or on-site at any location owned, operated, or otherwise controlled by the UC.

VII. Roles and Responsibilities

A. UCR Employee

1. Receives a 2020-2021 flu vaccine or an approved medical exemption and disability accommodation, or religious accommodation.
2. Completes the Qualtrics System: Employee Flu Vaccination Requirement Form via computer, smartphone or campus computer.
3. Receives a record of vaccination is on file or they have an exemption and disability accommodation or religious accommodation on file.
4. If an accommodation is necessary, and it is approved, follows the agreed upon accommodations.

Experiencing Flu Related Symptoms

1. If an Employee is experiencing flu related symptoms (e.g., fever, vomiting, and muscle or body aches the Employee must not report to work.
2. If flu symptoms appear while an Employee is **at work**, the Employee:
 - a. should notify their supervisor
 - b. **take actions to avoid exposing others**
 - c. follow their department sick leave procedures

B. UCR Covered Employee's Supervisor/Manager

1. Reminds Employees of the Executive Order, directs them to this Standard Operating Procedure, and informs them of their options.
2. When a medical exemption is approved, works with the Disability Management Office and/or the department HRBP/Leave Coordinator to discuss a reasonable accommodation.
3. When a religious accommodation is requested, works with the department HRBP/Leave Coordinator who will work with central Human Resources' Employee and Labor Relations (ELR) department to discuss a reasonable accommodation.
4. **Keeps Confidential** an Employee's personal protected health or medical information from other Employees in the department/organizational unit.
5. If an Employee does not have a smartphone, tablet or other computer, informs the Employee of designated on-campus computer locations to use.

C. UCR Department HRBP/Leave Coordinator

1. Coordinates with the Disability Management Office on disability management accommodation requests and ELR on religious accommodation requests, when necessary.
2. Provides and receives reasonable accommodation request forms.

3. Responds to Employee and central HR questions pertaining to an Employee's accommodation.
4. When necessary, notifies an Employee of an approved or denied request.
5. Files accommodation request forms in the Employee's medical file.

D. Designated Campus Medical Official ("Authorized Official")

1. Receives and reviews all faculty and staff medical exemption request forms.
2. Makes a determination.
3. Notifies the Employee and the Disability Management Office of the approval or denial.
4. Receives all request for appeals, de-identifies the requestor's information, and forwards the information to the Local Immunization Exemption Appeals Officer for review and determination.
 - a. Initial decision overturned: Authorized Official notifies the Employee and the Disability Management Office to proceed with a reasonable accommodation.
 - b. Initial request upheld: Authorized Official notifies the Employee and the Employee will have 15 calendar days to obtain a flu vaccine.

E. Local Immunization Exemption Appeals Officer (IEAO) for faculty and staff appeals

1. Receives and reviews requests for an appeal.
2. Makes a determination within 60 (business/calendar) days.
3. Notifies the Authorized Official if the decision is overturned or upheld.

F. Disability Management Office

1. Acts as a resource for UCR departments with respect to the administration of Federal and State disability laws and University of California policies relating to Employees with disabilities.
2. Assists Employees with disabilities and their departments to explore reasonable accommodations, facilitate return to work and the management of associated disability issues.
3. Reviews medical/disability accommodation requests.
4. Determines if an interactive process or reasonable accommodation is necessary.
5. Coordinates with the Employee, supervisor and HRBP/Leave Coordinator to determine if a reasonable accommodation can be made.

G. Employee and Labor Relations

1. Receives and reviews requests for religious accommodations.

2. Coordinates with the department HRBP/Leave Coordinator to discuss the Employee's request for an accommodation, and when necessary, assist with the determination (e.g., approval or denial).

VIII. Confidentiality

UCR will keep information about individuals' personal health information confidential, accessible only to those with a need to know in order to address the situation. The information will not be maintained in personnel files. An Employee's personal health information must not be maintained in an Employee personnel file, it should be kept in a separate medical file (refer to [UCR Local Procedure 80: Staff Personnel Records](#)). Refer to the APM for guidance on Academic Employees.

IX. Contacts

Contact	Phone	Email/Website
Flu Vaccine Questions	N/A	FV-20-21@medsch.ucr.edu
Disability Management Office	951-827-2561	disabilitymanagement@ucr.edu
Employee & Labor Relations	951-827-3641	employee.relations@ucr.edu
Authorized Official – Dr. A. Gonzalez	N/A	ucrsom-fvme@medsch.ucr.edu

X. Related Resources

- **Centers for Disease Control and Prevention (CDC) Influenza (Flu) -** <https://www.cdc.gov/flu/index.htm>
- **UC Office of the President Executive Order -** <https://ucnet.universityofcalifornia.edu/news/2020/08/img/2020-21-flu-vaccination-executive-order.pdf>
- **UC Office of the President Executive Order (Revised 09/29/2020) –** <https://ucnet.universityofcalifornia.edu/news/2020/08/2020-21-flu-vaccination-executive-order.pdf>
- **UCR Return to Work Guide –** <https://campusreturn.ucr.edu/return-work-guide>

XI. Frequently Asked Questions

Q1. Is the flu vaccination requirement a permanent change to UC policy?

A1. No. The new requirement is based on the UC's assessment of the current situation and will be revisited as the situation demands.

Q2. To whom does the order apply?

- A2.** The executive order only applies to UC students, faculty, and staff who must enter UC premises during the 2020-2021 flu season, subject to medical exemption or disability or religious accommodation.
- Q3. What is the deadline to get a flu vaccination?**
- A3.** November 1, 2020*. Please refer to [CDC for guidance](#) on information related to the flu season.
- Q4. Will I need to get a flu vaccination if I had one earlier in the year?**
- A4.** Yes. To be consistent with [CDC](#) influenza (flu) season guidelines, individuals must receive the 2020-2021 flu immunization.
- Q5. If an Employee works remotely but needs to access a UCR facility/location for a brief period of time, will they be required to get a flu vaccine?**
- A5.** Yes. Effective November 1, 2020*, no person employed by the UC or working on-site at any location owned, operated, or otherwise controlled by the UC may report to that site for work unless they have received the 2020- 2021 flu vaccine, or an approved medical exemption and accommodation, or a religious accommodation.
- Q6. Will the vaccine requirement be enforced against an employee if their request for an accommodation is pending?**
- A6.** The vaccine requirement will not be enforced against an employee or student on UC premises while the employee's request for an accommodation is pending, even if the request is pending after November 1*.
- Q7. How do UCR Employees attest that they received a flu vaccine?**
- A7.** Staff and faculty will be able to attest via the Employee Flu Vaccination Requirement Form.
- Q8. Where are the flu vaccine exemption and accommodation forms located?**
- A8.** The UC Medical Exemption Request Form and UCR accommodation forms can be found on the [HR Forms and Documents webpage](#).
- Q9. Will hourly workers be granted time off to obtain the vaccine?**
- A9.** Policy covered hourly Employees may take up to two hours of paid time. Employees must provide advance notice to their supervisor.
- Q10. Will exempt workers be granted time off to obtain the vaccine?**
- A10.** Exempt employees may take up to two hours of paid time. Employees must provide advance notice to their supervisor.
- Q11. How do I respond to an Employee who asks for a religious accommodation?**
- A11.** When dealing with a religious accommodation, it is important to remain

respectful at all times. Supervisors/managers should only ask questions necessary to making sure the religious accommodation can be fully addressed.

With that in mind, please follow these guidelines:

- ☐ Work with your department HRBP/Leave Coordinator to explore opportunities for an accommodation with the Employee in consultation with the Employee and Labor Relations office.
- ☐ If possible, a reasonable accommodation will be made that does not create an undue hardship.

Note: An Employee does not have to use the specific words “I am requesting an accommodation” to start engaging in the interactive process.

Q12. What is an “undue hardship”?

A12. An accommodation may cause undue hardship if it is costly, compromises workplace safety, decreases workplace efficiency, infringes on the rights of other Employees, or requires other Employees to do more than their share of potentially hazardous or burdensome work. Undue hardship also may be shown if the request for an accommodation violates the terms of a collective bargaining agreement.

Q13. What qualifies as a reasonable accommodation?

A13. Reasonable accommodations can include (but are not limited to):

- modified face masks
- medical or religious exemption for Flu vaccinations
- leaves of absences
- altering when, how or where the essential job function is performed (e.g., teleworking, increasing distance or erecting a barrier)
- job restructuring – reallocating or redistributing marginal job functions.

Revisions

10/27/2020 – *The Court has postponed its hearing on UC’s flu vaccine executive order from October 22 to November 4.

In connection with the postponement, the Court has ordered that UC not take any adverse action against any employee or student who comes to campus who has not had a flu vaccination, until the Court has had an opportunity to review UC’s flu vaccination mandate.

10/20/2020 – Revised to mirror guidance provided by UC Legal. Stating: The flu vaccination requirement does not apply to those who are living, learning, or working remotely during the 2020-2021 flu season. But those who have some reason to enter UC premises, yet do not wish to receive a flu vaccination, may be eligible for an exception; either a medical exemption or a disability or religious accommodation.