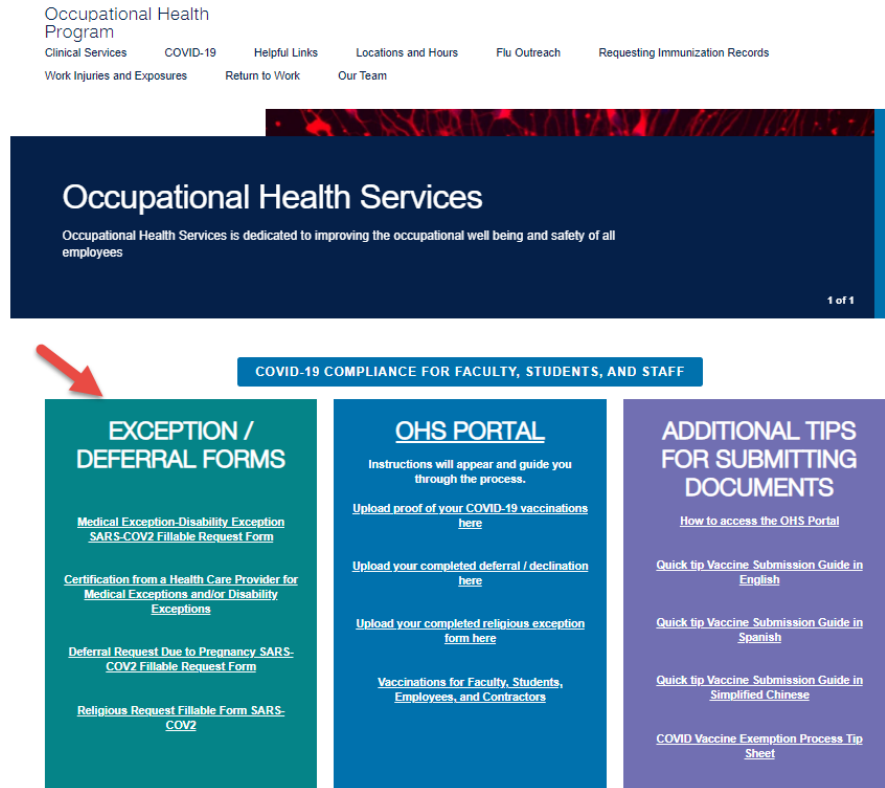


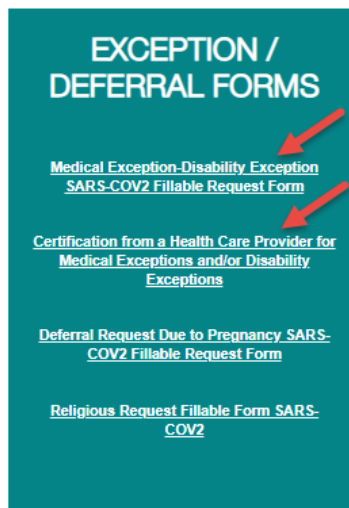
COVID-19 Vaccination Exception or Deferral Process

The following tip sheet guides UCSF Health and Campus employees through the COVID-19 vaccination exception or deferral process:

1. Download the specific exception or deferral form from the Occupational Health website <https://occupationalhealthprogram.ucsf.edu/>, then complete the form and save it to your computer.
 - a. Click on the Exception / Deferral Forms box



- b. Click on each of the form(s) to select the exception or deferral you are requesting:
 - i. For a Medical Exception complete the “Medical Exemption Disability Exception SARS-COV2 Fillable Request Form” and the “Certification from a Health Care Provider for Medical Exemptions and/or Disability Exceptions”. **NOTE:** When submitting both forms upload both of them as one PDF file.

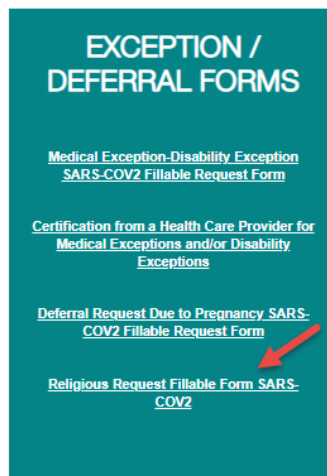


COVID-19 Vaccination Exception or Deferral Process

- ii. For a Deferral Request complete the “Deferral Request Due to Pregnancy SARS-COV2 Fillable Request Form”



- iii. For a Religious Request complete the “Religious Request Fillable Form SARS-COV2”



2. Once you have completed the forms you will need to access the Occupational Health Services (OHS) Portal. You must either be physically on campus or logged in remotely to the UCSF VPN or UCSF Web VPN site. **Note:** Skip to step 4 if you already have access through VPN.

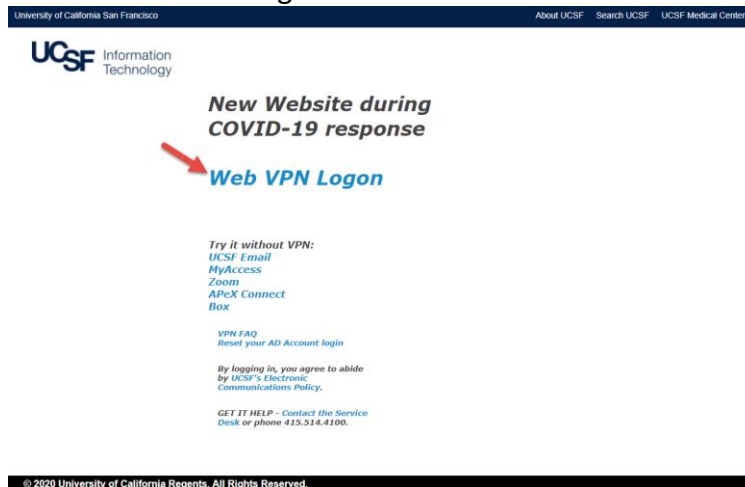
COVID-19 Vaccination Exception or Deferral Process

3. The following instructions guides UCSF Health and campus employees on how to access UCSF through Junos Pulse VPN or Web VPN:

- a. The following steps show you how to connect to UCSF through Junos Pulse on your desktop:
- You will need your Active Directory (AD) credentials and DUO authentication setup in order to log into Pulse Secure VPN.
 - General VPN information - <https://it.ucsf.edu/service/vpn>
 - In the FAQ - <https://it.ucsf.edu/how-to/vpn-faq> there is the following section:
 1. Click on the Junos Pulse taskbar icon.
 2. Select UCSF Remote Dual-Factor.
 3. Click Connect.
 4. Enter your credentials and click OK.
 5. A second dialog box will appear, asking for a second password.
 6. Enter push, sms or phone to validate the second-factor authentication.
 7. Alternatively, generate a 6-digit code from your mobile phone DUO client and enter it into the secondary password field.

b. The following steps show you how to connect to UCSF through Web VPN:

1. Go to https://remote.ucsf.edu/dana-na/auth/url_2/welcome.cgi
2. Click on Web VPN Logon



3. Enter your UCSF login and password

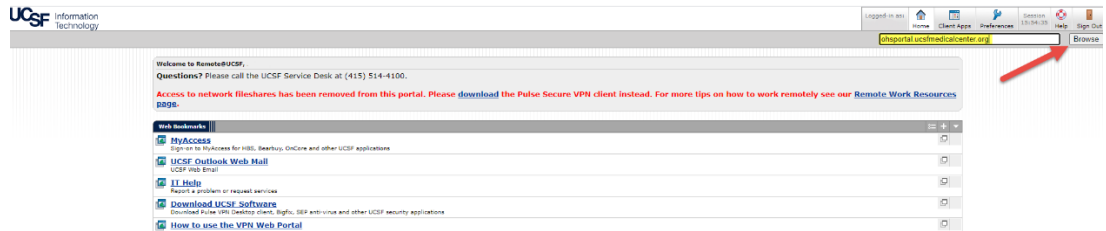
The screenshot shows the UCSF VPN login page. At the top, there is a navigation bar with 'University of California San Francisco'. Below the navigation bar is the UCSF logo and the text 'Information Technology'. The main heading is 'Sign in to the UCSF VPN'. Below the heading are two input fields: 'Login:' and 'Password:'. Below the input fields is a blue button labeled 'Login'.

COVID-19 Vaccination Exception or Deferral Process

4. Choose an authentication method

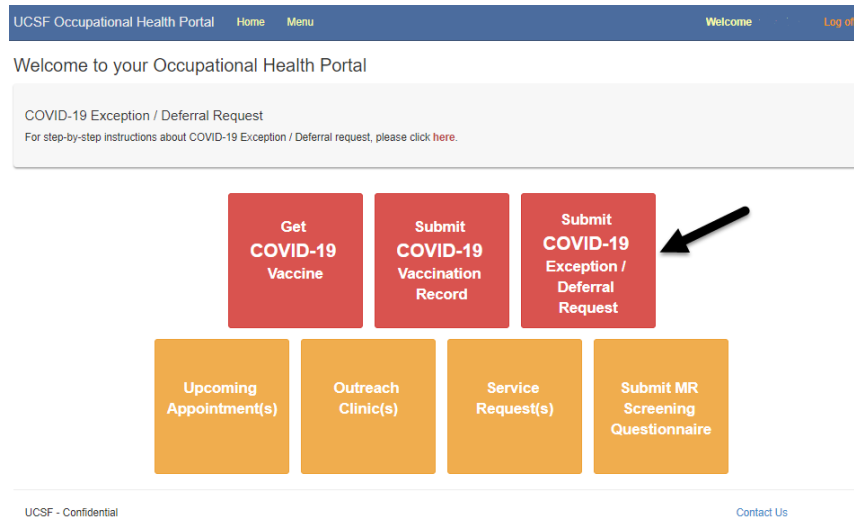


5. Type in ohportal.ucsfmedical.org on the top corner next to the Browse button and click the Browse button



4. Once you gain access in the UCSF-secured online environment go to the OHS Portal

<https://ohportal.ucsfmedicalcenter.org/> and click on the  button.



COVID-19 Vaccination Exception or Deferral Process

5. Attach the completed Exception or Deferral request document(s) by clicking on the [Browse](#) button. After attaching the document, check one of the four Exception or Deferral buttons. Select which UCSF campus you work on. Select yes or no if you work in a building with patient care. Include any comments in the “Additional Information” box then click the [Submit to Occupational Health](#) button. **NOTE: When submitting both medical forms upload them as one PDF file.**

UCSF Occupational Health Portal Home Menu Welcome Log off

COVID-19 (SARS-CoV-2) Vaccine Exception or Deferral Request Form

EmployeeID: Name: DOB:

University of California policy requires that individuals working in health care settings receive a vaccination to protect against COVID-19 disease, except those who have had a severe allergic reaction to a previous dose of the COVID-19 vaccine or to any of its components, or who receive an approved exception or deferral. UCSF recommends all employees receive the vaccine as a matter of public health.

I acknowledge that I am aware of the following facts:

- COVID-19 is a serious disease that has resulted in the deaths of more than 600,000 people in the United States.
- Several COVID-19 vaccines have been deemed effective and authorized for emergency use to protect people from serious illness and death.
- If I contract COVID-19, I can transmit the virus for several days even before any symptoms appear. During that time, I can spread the disease to patients, students, faculty, and staff (Others).
- If I become infected with COVID-19, even if my symptoms are mild or non-existent, I can spread the disease to others. Symptoms that may be mild or non-existent for me can cause serious illness and death in Others.
- Contracting COVID-19 could have life-threatening and long-term consequences for my health and the health of everyone with whom I have contact, including my coworkers, patients, family and friends.

Despite being aware of these facts, I am choosing to decline the COVID-19 vaccine and request an exception or deferral for the following reason:

Attach Completed Document [File/Document](#) ?

Exception or Deferral Request

Medical Exemption ?
 Disability
 Religious Objection
 Deferral

Part of UCSF [--Select--](#) v

Do you work in a building with patient care? Yes No

Additional Information

I understand that I can change my mind at any time, and may choose to receive the SARS-CoV-2/COVID-19 vaccine.

I understand that as a condition of Physical Presence (meaning physically entering or attending any UC location, event or program, for any work, research, or education/training related purpose, including UC housing, UC amenities, or off-site events), I am required to comply with the Non-Pharmaceutical Intervention (NPI) requirements Non-Pharmaceutical Intervention (NPI) requirements may include, but are not limited to:

- Surgical masking as directed at UCSF Health
- Surgical masking as directed at UCSF Campus
- Quarantine requirement if exposed to COVID-19
- Regular asymptomatic testing while my Exception or Deferral request is pending or after such request have been approved

The NPI requirements may be changed if UCSF determines public health conditions require such change. Applicable NPI requirements will be frequently communicated to the UCSF staff and community.

I have read the information on this exception / deferral request page and the attached form. I understand that if I have any questions about the COVID-19 vaccines, I should direct them to Occupational Health Services at 415.514.7328. Any questions about the exception / deferral process can be emailed to VaccineResponsibleOffice@ucsf.edu.

By clicking the SUBMIT button, I attest to the truthfulness and accuracy of the information provided, including all attached forms.

[Submit to Occupational Health](#)

UCSF - Confidential [Contact Us](#)

COVID-19 Vaccination Exception or Deferral Process

- Once you click submit, your request for exception or deferral has been uploaded and you will not be able to return to this page. Your vaccination exception or deferral request has been successfully submitted to the Vaccine Responsible Office.

UCSF Occupational Health Portal Home Menu Welcome Log off

Success

Your Exception/Deferral request has been successfully submitted to the Vaccine Responsible Office.

During this time, as a condition of Physical Presence (meaning physically entering or attending any UC location, event or program, for any work, research, or education/training related purpose, including UC housing, UC amenities, or off-site events), you are required to comply with the Non-Pharmaceutical Intervention (NPI) requirements. Non-Pharmaceutical Intervention (NPI) requirements may include, but are not limited to:

- Surgical masking as directed at UCSF Health
- Surgical masking as directed at UCSF Campus
- Quarantine requirement if exposed to COVID-19
- Regular asymptomatic testing while my Exception or Deferral request is pending or after such request have been approved

The NPI requirements may be changed if UCSF determines public health conditions require such change. Applicable NPI requirements will be frequently communicated to the UCSF staff and community.

UCSF - Confidential Contact Us

- You will receive the following email notification confirming receipt of your vaccination exception or deferral request from the Vaccine Responsible Office:

Dear [Name],

The Vaccine Responsible Office received your Exception/Deferral request.

During this time, as a condition of Physical Presence (meaning physically entering or attending any UC location, event or program, for any work, research, or education/training related purpose, including UC housing, UC amenities, or off-site events), you are required to comply with the Non-Pharmaceutical Intervention (NPI) requirements. Non-Pharmaceutical Intervention (NPI) requirements may include, but are not limited to:

- Surgical masking as directed at UCSF Health
- Surgical masking as directed at UCSF Campus
- Quarantine requirement if exposed to COVID-19
- Regular asymptomatic testing while my Exception or Deferral request is pending or after such request have been approved

The NPI requirements may be changed if UCSF determines public health conditions require such change. Applicable NPI requirements will be frequently communicated to the UCSF staff and community.

Thank you
UCSF Vaccine Responsible Office
VaccineResponsibleOffice@ucsf.edu
<https://www.occupationalhealthprogram.ucsf.edu/>

This email is automatically generated. Please do not reply to this email address.

- Within 3 business days you will receive the following email notification confirming approval of your request for exception or deferral. **Note:** In order to complete your request, click the Notice of Approval link:

UNIVERSITY OF CALIFORNIA
APPROVAL OF REQUEST FOR EXCEPTION OR DEFERRAL
SARS-CoV-2 (COVID-19) Vaccination Requirement

To: [Name]

From: UCSF OHS Portal Support Team

Issuing Authority: UCSF Vaccine Responsible Office

On 07/30/2021, we received your request for the following in connection with the COVID-19 vaccination SARS-CoV-2 Vaccination Program Policy:

Medical Exemption

For Exceptions: Based on the information you have provided, your request for Exception has been APPROVED subject to the requirement that you comply with the Non-Pharmaceutical Interventions specified below. This approval is valid until 07/30/2022. If your approval has an end date and you no longer need an Exception or Deferral at that time, you will have until 09/24/2022 (eight (8) weeks after the end date) to become Fully Vaccinated.

For Deferrals: Based on the information you have provided, your request for Deferral has been APPROVED subject to the requirement that you comply with the Non-Pharmaceutical Interventions specified below. This approval is valid until you return to work or instruction, as applicable. If you no longer need an Exception or Deferral at that time, you must become Fully Vaccinated within eight (8) weeks of your return.

You must comply with the Non-Pharmaceutical Interventions (e.g., face coverings, regular asymptomatic testing) for unvaccinated or not fully vaccinated individuals as a condition of your Physical Presence at any University Location/Facility or Program. These required Non-Pharmaceutical Interventions are defined by public health, environmental health and safety, occupational health, or infection prevention authorities, including the Location Vaccine Authority. You must also comply with the following Non-Pharmaceutical Interventions applicable to your position (if any):

- Surgical masking as directed at UCSF Health
- Wearing face coverings as directed at UCSF Campus
- Quarantine requirement if exposed to COVID-19
- Regular asymptomatic testing while my Exception or Deferral request is pending or after such request have been approved

If you have any questions or concerns regarding the above, please email at VaccineResponsibleOffice@ucsf.edu

BY SIGNING BELOW, YOU CERTIFY THAT YOU HAVE BEEN INFORMED OF THE RISKS OF COVID-19 INFECTION, INCLUDING LONG-TERM DISABILITY AND DEATH, BOTH FOR YOU AND FOR OTHERS WHO YOU MAY EXPOSE TO THE DISEASE.

Approved by: Occupational Health Services Date: 07/30/2021

In order to be compliant, please click [here](#) to Acknowledge the Notice of Approval;

If click is not working, please open this link in a internet browser <https://ohspportaltest.ucsfmedicalcenter.org/ExemptionRequest/Acknowledge?requestId=1816279-8ffc-491b-8660-3b3442463a1>

This email is automatically generated. Please do not reply to this email address.

COVID-19 Vaccination Exception or Deferral Process

9. After acknowledging the Notice of Approval you will receive the following notification on your screen. You have now completed the process.

UCSF Occupational Health Portal Home Menu Welcome Log off

COVID-19 (SARS-CoV-2) Vaccine Exception or Deferral Request Form

EmployeeID: Name: DOB:

University of California policy requires that individuals working in health care settings receive a vaccination to protect against COVID-19 disease, except those who have had a severe allergic reaction to a previous dose of the COVID-19 vaccine or to any of its components, or who receive an approved exception or deferral. UCSF recommends all employees receive the vaccine as a matter of public health.

I acknowledge that I am aware of the following facts:

- COVID-19 is a serious disease that has resulted in the deaths of more than 600,000 people in the United States.
- Several COVID-19 vaccines have been deemed effective and authorized for emergency use to protect people from serious illness and death.
- If I contract COVID-19, I can transmit the virus for several days even before any symptoms appear. During that time, I can spread the disease to patients, students, faculty, and staff (Others).
- If I become infected with COVID-19, even if my symptoms are mild or non-existent, I can spread the disease to others. Symptoms that may be mild or non-existent for me can cause serious illness and death in Others.
- Contracting COVID-19 could have life-threatening and long-term consequences for my health and the health of everyone with whom I have contact, including my coworkers, patients, family and friends.

Despite being aware of these facts, I am choosing to decline the COVID-19 vaccine and request an exception or deferral for the following reason:

Attach Completed Document - 2021-07-27_13-38-06.pdf

Exception or Deferral Request - Disability

Additional Information -

I understand that I can change my mind at any time, and may choose to receive the SARS-CoV-2/COVID-19 vaccine.

I understand that as a condition of Physical Presence (meaning physically entering or attending any UC location, event or program, for any work, research, or education/training related purpose, including UC housing, UC amenities, or off-site events), I am required to comply with the Non-Pharmaceutical Intervention (NPI) requirements. Non-Pharmaceutical Intervention (NPI) requirements may include, but are not limited to:

- Surgical masking as directed at UCSF Health
- Wearing face coverings as directed at UCSF Campus
- Quarantine requirement if exposed to COVID-19
- Regular asymptomatic testing while my Exception or Deferral request is pending or after such request have been approved

The NPI requirements may be changed if UCSF determines public health conditions require such change. Applicable NPI requirements will be frequently communicated to the UCSF staff and community.

I have read the information on this exception / deferral request page and the attached form. I understand that if I have any questions about the COVID-19 vaccines, I should direct them to Occupational Health Services at 415.514.7328. Any questions about the exception / deferral process can be emailed to VaccineResponsibleOffice@ucsf.edu.

By clicking the SUBMIT button, I attest to the truthfulness and accuracy of the information provided, including all attached forms.

Attached Document	View
Status	Approved
Submitted On	7/27/2021 2:50:32 PM
Processed On	7/28/2021 11:29:40 AM

[Back](#)

10. Within 3 business days you will receive the following email notification if the request for exception or deferral is denied:

UNIVERSITY OF CALIFORNIA
DENIAL OF REQUEST FOR EXCEPTION OR DEFERRAL
SARS-CoV-2 (COVID-19) Vaccination Requirement

To:
From: UCSF OHSPortal Support Team
Issuing Authority: UCSF Vaccine Responsible Office

On 07/30/2021, we received your request for the following in connection with the COVID-19 vaccination SARS-CoV-2 Vaccination Program Policy:

Disability

Your request has been DENIED based on the information we have received to date.

The reason for the denial is the following:

[X] You do not qualify for the Exception/Deferral that you requested.
[] Your request is incomplete. We have requested the following additional information from you but have not received it.

[You are not a Covered Individual as defined by the SARS-CoV-2 Vaccination Program Policy. This means that you are not required to be vaccinated against COVID-19 at this time, so you do not need an Exception or D -19 vaccination requirement. If you later become a Covered Individual and wish to request an Exception or Deferral at that time, you will need to submit a new request.

Because your request for an Exception/Deferral has been denied, you have until 09/24/2021 (eight (8) weeks from the date below) to become Fully Vaccinated. If you do not provide proof of Full Vaccination as required by the SARS-CoV-2 Vaccination Program Policy by that deadline, you will be barred from Physical Presence at University Locations/Facilities and Programs.

Until you are Fully Vaccinated, you must comply with the Non-Pharmaceutical Interventions (e.g., face coverings, regular asymptomatic testing) for unvaccinated or not fully vaccinated individuals as a condition of your Physical Presence at any University Location/Facility or Program. These required Non-Pharmaceutical and safety, occupational health, or infection prevention authorities, including the Location Vaccine Authority. You must also comply with the following Non-Pharmaceutical Interventions applicable to your position (if any):

- Surgical masking as directed at UCSF Health
- Wearing face coverings as directed at UCSF Campus
- Quarantine requirement if exposed to COVID-19
- Regular asymptomatic testing while my Exception or Deferral request is pending or after such request have been approved

If you have any questions or concerns regarding the above, please email at VaccineResponsibleOffice@ucsf.edu

Denied by: Disability Management Services Date: 07/30/2021

This email is automatically generated. Please do not reply to this email address.

COVID-19 Vaccination Exception or Deferral Process

11. If your exception or deferral request is denied and you have further questions, please email the VaccineResponsibleOffice@ucsf.edu