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/](https://occupationalhealthprogram.ucsf.edu/), then complete the form and save it to your computer.
   a. Click on the button:

   ![COVID-19 Vaccine Exception/Deferral Requests](image1)

   b. Click on each of the form(s) to select the exception or deferral you are requesting:

   ![Submit Your Completed Request Here](image2)

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.
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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](https://it.ucsf.edu/service/vpn)
      - In the FAQ - [https://it.ucsf.edu/how-to/vpn-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](https://remote.ucsf.edu/dana-na/auth/url_2/welcome.cgi)
      2. Click on Web VPN Logon

![Web VPN Logon](image1)

3. Enter your UCSF login and password

![UCSF Information Technology](image2)
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4. Choose an authentication method

5. Type in ohsportal.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://ohsportal.ucsfmedicalcenter.org/](https://ohsportal.ucsfmedicalcenter.org/) and click on the button.
5. Attach the completed Exception or Deferral request document by clicking on the **Browse** button. After attaching the document, check one of the four Exception or Deferral buttons and include any comments in the “Additional Information” box then click the **Submit to Occupational Health** button.
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6. 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.

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

Dear [Name],

Your vaccination exception or deferral request has been successfully submitted to the Vaccine Responsible Office. You will receive the following email notification confirming receipt of your request:

8. 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:
9. After acknowledging the Notice of Approval you will receive the following notification on your screen.
   You have now completed the process.

10. Within 3 business days you will receive the following email notification if the request for exception or deferral is denied:
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11. If your exception or deferral request is denied and you have further questions, please email the VaccineResponsibleOffice@ucsf.edu