

## Seeking an Exception or Deferral from COVID-19 Vaccination at UCSF

All COVID-19 Vaccine Exception/Deferral request forms are accessible on the UCSF Occupational Health (OHS) website: <https://occupationalhealthprogram.ucsf.edu/> Please follow these steps to request an exception or deferral from vaccination:

1. Download and complete a form for your specific request for an exception or deferral.
2. The detailed COVID-19 Vaccination Exception/Deferral Process instructions for uploading and submitting the request form(s) is located at <https://occupationalhealthprogram.ucsf.edu/content/coronavirus-information>
3. Once the form(s) is completed, upload the form(s) to the OHS portal: <https://ohsportal.ucsfmedicalcenter.org/>.
4. Once your forms have been submitted to the OHS portal, you will receive an acknowledgment of your email then a notice of approval or denial via email within 3 business days of submission.
5. If your request is approved or while waiting for your request to be approved, you are required to take these actions:
  - Wear a surgical mask as directed by UCSF Health
  - Wear a face covering as directed by UCSF campus
  - Quarantine for 10 days if exposed to a person with confirmed COVID-19 in your household
  - Get regular asymptomatic COVID-19 testing: Twice weekly for those who work in clinical areas and once weekly for those who work in non-clinical areas
6. If you are approved for an exception or deferral, you must acknowledge the approval and your obligations to follow the actions in step 5 above.
7. If you have questions or need assistance with this process, please send an email to [vaccineresponsibleoffice@ucsf.edu](mailto:vaccineresponsibleoffice@ucsf.edu).