

Welcome to the University of California, Riverside. As a condition of employment, you will be required to comply with the University of California [Policy on Vaccination Programs – With Updated Interim Amendments](#). The current policy mandates all eligible individuals to either receive or formally decline both the COVID-19 vaccine/booster and the seasonal Influenza vaccine yearly. To comply with this policy, employees need to log into the [UCR Occupational Health Portal: Enterprise Health](#) and document their choice within fourteen (14) calendar days after the first date of employment.

New University of California employees, referred to as Covered Individuals, must complete one of the following actions within fourteen (14) calendar days from their employment start date: (a) provide proof of receiving at least one dose of a COVID-19 vaccine, or (b) submit a formal declination. *In health care settings, including those involving patient care, compliance with non-pharmaceutical interventions mandated by the County or the California Department of Public Health may also be necessary.*

Additional Guidelines for New Employees as of 09/01/2024 for 2024-2025 Flu Season:

- **For hires post-November 1, 2024, but before May 1, 2025:** Compliance is required within 14 days of employment.
- **Employees Hired on November 15, 2024:** must comply by **November 29, 2024.**
- **Employees Hired on December 1, 2024:** must comply by **December 15, 2024.**
- **Employees Hired on April 1, 2025:** must comply by **April 15, 2025.**
- **Employees Hired on May 1, 2025:** End of the flu season compliance period.

How to provide proof of vaccination:

Access your **Employee Health Record** by navigating to [UCR Occupational Health Portal: Enterprise Health](#). Add your immunization record by clicking “Message Center” on the homepage, then locate the Flu and COVID questionnaires. Click the “begin” button on each questionnaire to add your immunization record. More detailed instructions can be found here: ehs.ucr.edu/vaccination-programs-policy. For assistance with the UCR Occupational Health Portal: Enterprise Health, you may e-mail covid19@ucr.edu.

Acceptable Proof of COVID-19 Vaccination and Flu Vaccination:

- COVID-19/ Influenza Vaccination Record Card (issued by the Centers for Disease Control & Prevention or WHO), which includes name of person vaccinated, type of vaccine provided, and date doses administered.
- A photo of a vaccination card as a separate document. A photo of a vaccine card stored on a phone or electronic device.
- Documentation of vaccination from a healthcare provider.

Remote Employees (50% or less)

Compliance is required for both seasonal Influenza (Flu) and COVID19, and you will receive weekly reminders during the vaccine campaign period (October 16 - December 16) until you formally decline or complete the attestation or declination.

100% Remote Employees

Ensure your remote work agreements are in place with HR and reflected in UC Path. You are exempt from vaccine requirements unless your remote status changes.