



COVID-19 Vaccine Declination Process

If you are not planning to receive the COVID-19 vaccine during this academic year's vaccine campaign, you should complete the declination process.

Process through Enterprise Health for Faculty and Staff

COVID-19 Vaccine Declination Process:

Staff and Faculty will receive an automated email from noreply@ehsoh.ucr.edu with the subject line: **REMINDER TO REVIEW NOTIFICATIONS**, instructing you to complete the vaccine reporting requirements through the Employee Medical Record (EMR) portal

From: noreply@ehsoh.ucr.edu
To: [REDACTED]
Subject: Reminder to Review Notifications



This message is sent from an un-monitored mailbox, therefore please do not reply to this message

Reminder to Review Notifications

To: [REDACTED]

You have activities available for you to take advantage of.

The following questionnaire(s) are due:

- UCR COVID Vaccine Reporting - Due: 12-01-2025
- UCR Influenza Vaccine Reporting - Due: 12-01-2025

You have new message(s)

[Click here to visit the Individual Portal to complete these activities.](#)

If you have any additional questions regarding this notification, please contact Occupational Health at ehsocchealth@ucr.edu.

We thank you for your cooperation.

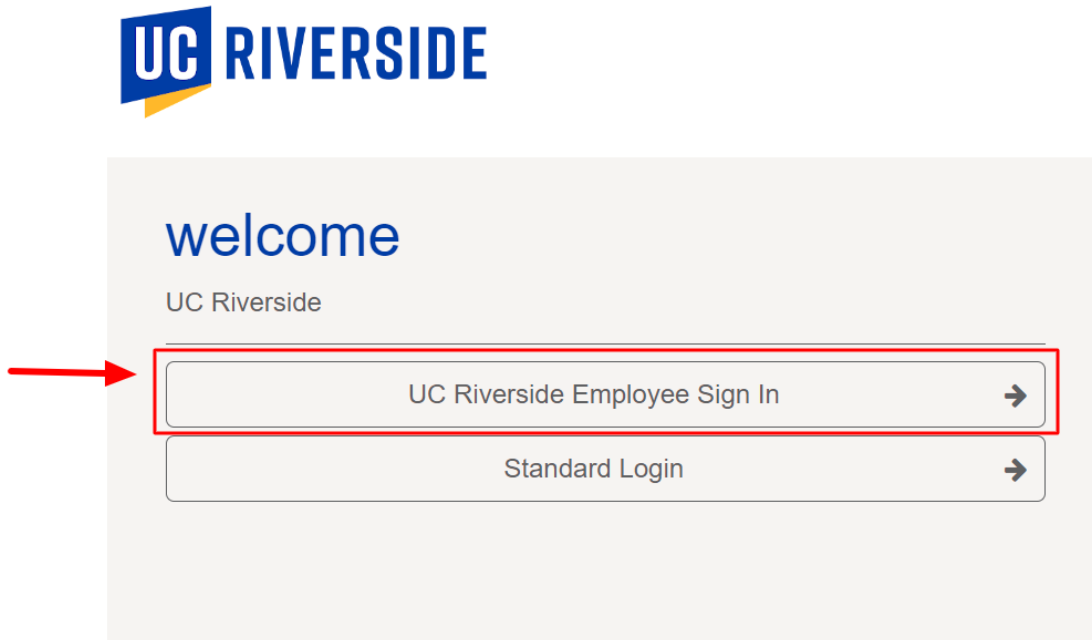
UCR EH&S Occupational Health.

(951) 827-9902.

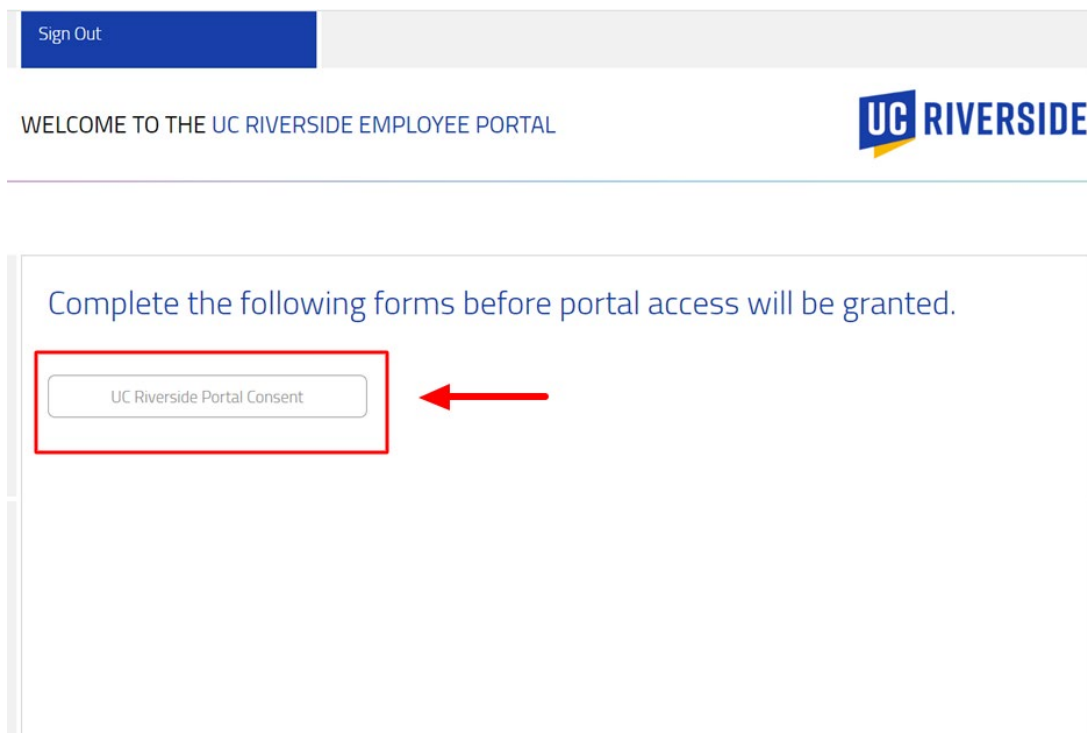
CONFIDENTIALITY NOTICE:

This E-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of this E-mail or any attachment is prohibited. If you have received this E-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system. Thank you.

Step 1: Login to the [Employee Medical Record Portal: Enterprise Health](#) using your UCR credentials. **Click** the “UC Riverside Employee Sign In” button.



Step 2: First time users will be prompted to **Click** the *UC Riverside Portal Consent Form* button.



Step 3: Review the UC Riverside Portal Consent Form

- Acknowledge the Data Consent portion by typing in your legal name within the open field textbox.
- Review the SMS Opt-In Agreement and make a selection.
- Review the Telehealth Consent portion and make a selection.
- Click the Submit button.

Sign Out

UC RIVERSIDE PORTAL CONSENT (1/1)

UC RIVERSIDE

Data Consent

You are about to access personal health information. This system should only be accessed by authorized users. By logging in and accessing this information, you acknowledge that you are doing so in accordance with the University of California, Riverside (UCR) policies and procedures. You agree you will only access or attempt to access that information necessary to perform your role. You also agree that you will treat this information as confidential and follow all UCR and UCR Health policies and procedures intended to protect the privacy of such confidential information. Access to this system is monitored and you will be held accountable for any activity on your login. I agree to the terms above: *

Acknowledge - Please type your legal name in the box *

By providing your mobile phone number and opting in to receive SMS messages from UCR Occupational Health, you acknowledge and agree to the following terms: 1. Consent to Receive SMS Messages: You voluntarily provide your mobile phone number and give consent to receive SMS messages from UCR Occupational Health. These messages may include transactional information, updates, alerts, and other relevant communications. 2. Message and Data Rates: You understand and acknowledge that message and data rates may apply to any SMS messages sent or received. These charges may be imposed by your mobile service provider or carrier, and you are solely responsible for any such charges. 3. Opt-Out Option: At any time, you have the right to opt-out of receiving SMS messages from UCR Occupational Health. You can do so by replying to the SMS message with the word "STOP" or by contacting our customer support. 4. Privacy and Data Usage: UCR respects your privacy and will handle any personal information collected in accordance with applicable laws and regulations. We may collect and process your mobile phone number and other relevant data to send SMS messages and improve our services. 5. Frequency of Messages: You acknowledge that the frequency of SMS messages may vary depending on the nature of the communication and your interaction with UCR Occupational Health. 6. Updates and Modifications: UCR Occupational Health reserves the right to update or modify these terms at any time. You will be notified of any material changes, and continued use of the SMS messaging service after such changes will constitute your acceptance of the revised terms.

SMS Opt-In Agreement

Do you consent to opt-in to receive SMS messages? By agreeing, you confirm that you have read, understood, and agreed to all the terms outlined in this agreement. You may opt-out at any time by replying STOP via text message or by logging-out on the portal. *

Yes

No

Telehealth Consent

The federal government has authorized covered healthcare providers to use popular video chat applications for telehealth services without the risk of penalties from OCR for noncompliance with HIPAA rules. This flexibility applies to the good faith provision of telehealth during the COVID-19 nationwide public health emergency. However, it is important to note that these third-party applications may introduce potential privacy risks. Therefore, telehealth software utilized during any electronic visit should ensure that all available encryption and privacy settings are fully enabled when using such applications.

Do you consent to use your phone during an electronic visit with a healthcare provider, understanding that the conversation will be recorded for documentation and reimbursement? You will be required to receive SMS (text) messages to participate. Message and data rates may apply. *

* indicates required information

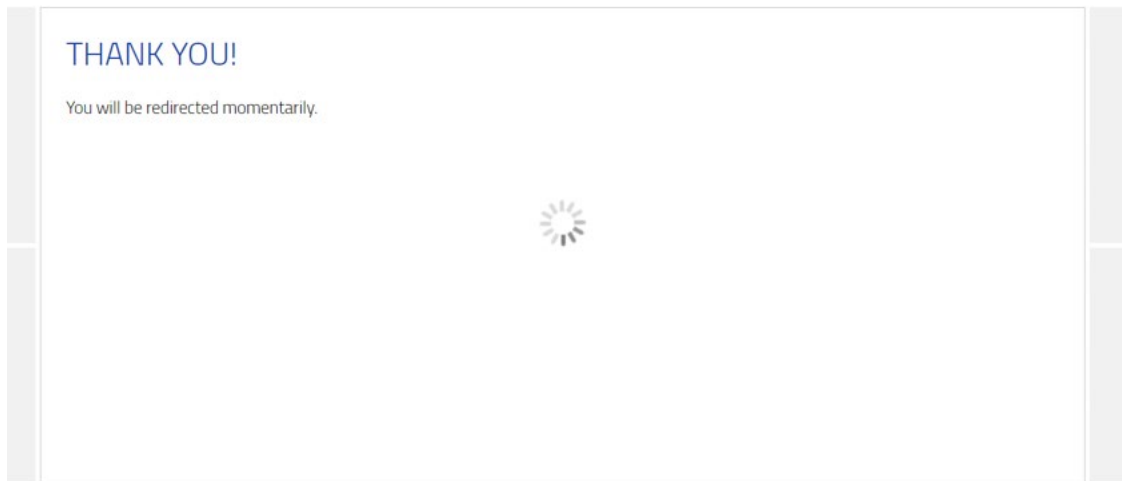
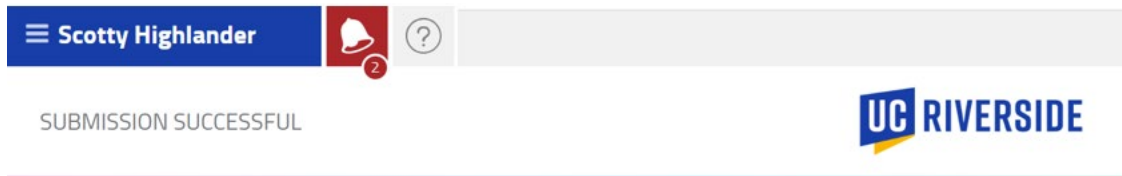
Yes

No

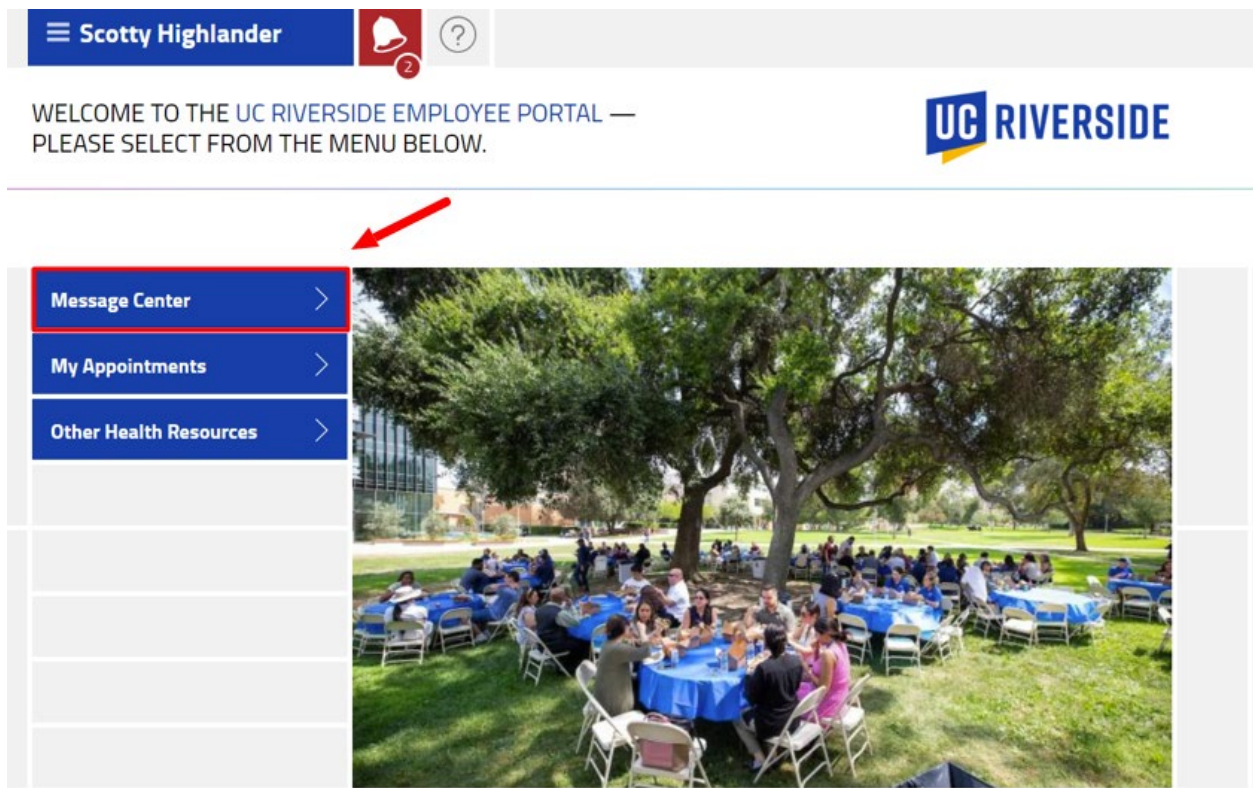
SUBMIT

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After clicking submit, the page will automatically redirect you to the home screen momentarily.



Step 4: Within the Home Screen, Click the “Message Center” button to open a questionnaire.



Step 5: Locate the “UCR COVID Vaccine Reporting is due” questionnaire and click the “Begin” button to open the questionnaire.

The screenshot displays the UCR Message Center interface. At the top, a navigation bar includes the user name "Scotty Highlander", a notification bell icon with a red "2" badge, and a home icon. Below this, the "MESSAGE CENTER" title is on the left, and the "UC RIVERSIDE" logo is on the right. The main content area is divided into two sections: "QUESTIONNAIRES" and "MESSAGES".

The "QUESTIONNAIRES" section features a blue header with a dropdown arrow. It contains a list of three items:

- 08-13-2025 UCR COVID Vaccine Reporting is due: This item has a red arrow pointing to a "begin" button, which is highlighted with a red rectangular box.
- 08-13-2025 UCR Influenza Vaccine Reporting is due: This item has a "begin" button.
- 08-13-2025 UC Riverside Portal Consent is completed: This item is marked as "completed" with a green checkmark icon.

The "MESSAGES" section has a blue header. Below it is a search bar with the placeholder text "Filter by Subject..." and a "search" button. A table header is visible with columns: UNREAD, DATE, SENDER, SUBJECT, and a link "UNREAD ONLY | SHOW ALL". Below the header, the text "You have no messages at this time." is displayed.

Step 6: Click the “I decline receiving the COVID-19 vaccine” button.

UCR COVID VACCINE REPORTING (1/1)



The University of California strongly recommends that all members of the University community stay Up-To-Date on COVID-19 vaccination consistent with vaccine recommendations adopted by the CDC and CDPH applicable to their age, medical condition, and other relevant indications.

Find out if your COVID-19 vaccine is up to date by clicking the link: <https://www.cdc.gov/covid/vaccines/stay-up-to-date.html>.

Complete the information below:

Have you received your Up-To-Date COVID-19 vaccine? *

I have been vaccinated

I decline receiving the COVID-19 vaccine

Step 7: Review and acknowledge the pertaining facts and select the “I acknowledge” button.
Click the “Submit” button.

I acknowledge that I am aware of the following facts:

COVID-19 is a serious disease and has caused over 1 million deaths in the United States since February 2020, over 100,000 in California alone.

The COVID-19 vaccine is recommended for me and other members of the University community to protect our students, patients, faculty, and staff, and our families and communities, from COVID-19, its complications, and death.

If I contract COVID-19, I can shed the virus for several days even before any symptoms appear. During the time I shed the virus, I can transmit it to others.

Approximately 1 in 10 American adults who have had COVID-19 is estimated to be suffering from “Long COVID” – symptoms that can last months or years after COVID-19 and can be debilitating.

Contracting COVID-19 could have severe consequences for my health and the health of those with whom I have contact, including my coworkers or peers and vulnerable members of our community.

Non-exempt employees and hourly academic appointees may take up to four hours of paid time to obtain each dose of COVID-19 vaccine recommended to stay Up-To-Date as explained in the UC Policy on Vaccination Programs.

I understand that I can change my mind at any time and accept COVID-19 vaccination.

I understand that as long as I am not Up-To-Date on COVID-19 vaccination, I may be required to take precautionary measures as required by my location, such as wearing a mask and increased testing.

I have read the Vaccine Information Statement or Fact Sheet linked below, and the information on this Vaccine Declination Statement. Should I have any further questions, I will contact EH&S Occupational Health via email at: ehsocchealth@ucr.edu

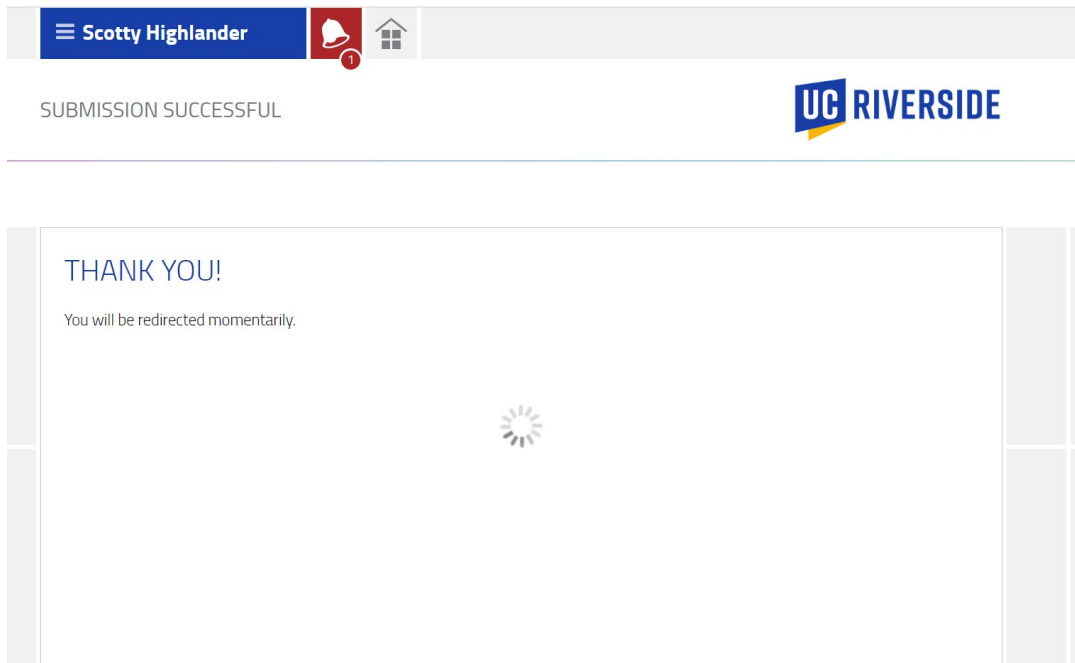
I have read and understand the above information.

I acknowledge

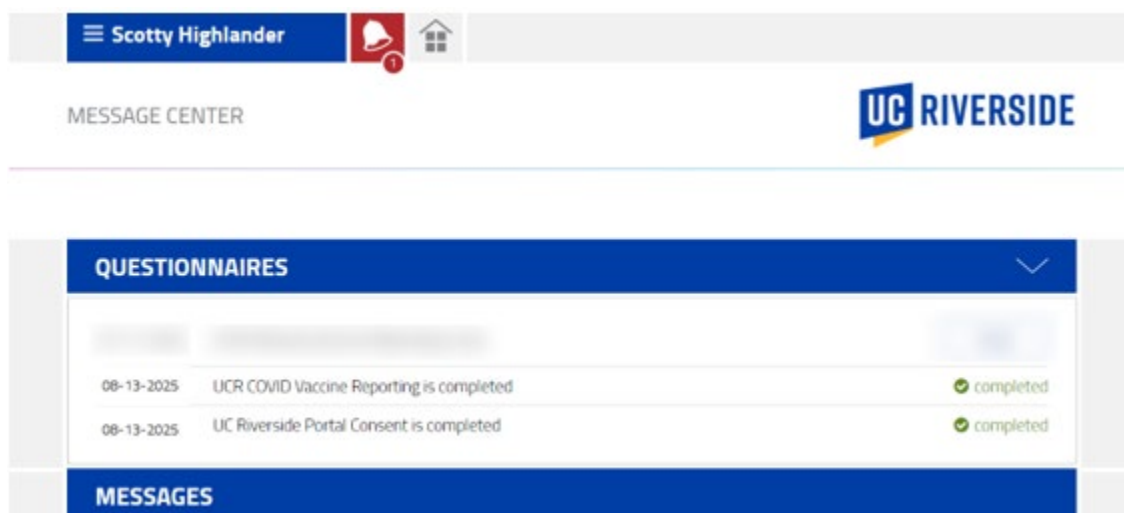
* indicates required information

SUBMIT

After clicking submit, the page will automatically refresh and redirect you to the portal Message Center.



Once the page is refreshed, you will see that the "UCR COVID Vaccine Reporting" is "completed". You are now compliant with the UC Vaccination Policy regarding the yearly COVID-19 Opt-Out Program.



For any questions or concerns, please email EHSOCHEALTH@UCR.EDU