

COVID-19 Exemption or On-Site Exposure

Test Result Upload Instructions

If you are planning to be **on campus for any purpose** – you **must be vaccinated** against COVID-19 or **have an approved exemption (religious or medical)**.

Employees with an approved exemption or who have been exposed to COVID while on site, will be provided with COVID-19 test kits by Human Resources. Employees **NEED** to pick up their test kits in Parking Lot 7 of Foothill Campus during scheduled times or by calling Human Resources. You will need to bring your Employee ID for the test kit to be provided.

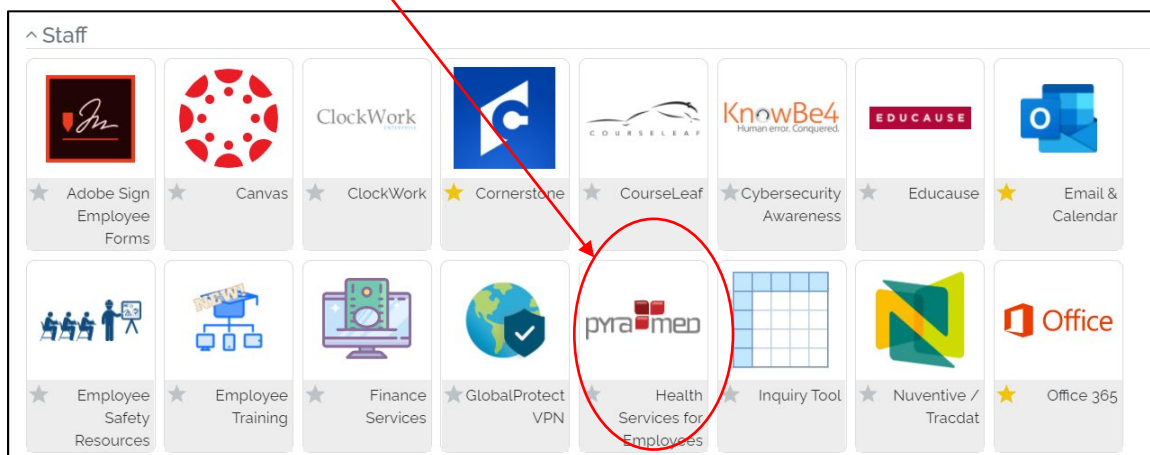
Please remember the following while you are on campus:

- Face masks are required indoors regardless of vaccination or exemption status and are recommended at large outdoor gatherings.
- Social distancing measures (including signage and classroom assignments) will be in effect.
- Cleaning and sanitizing processes are also in place.
- Hand-washing and using hand sanitizer, as provided, is strongly advised.

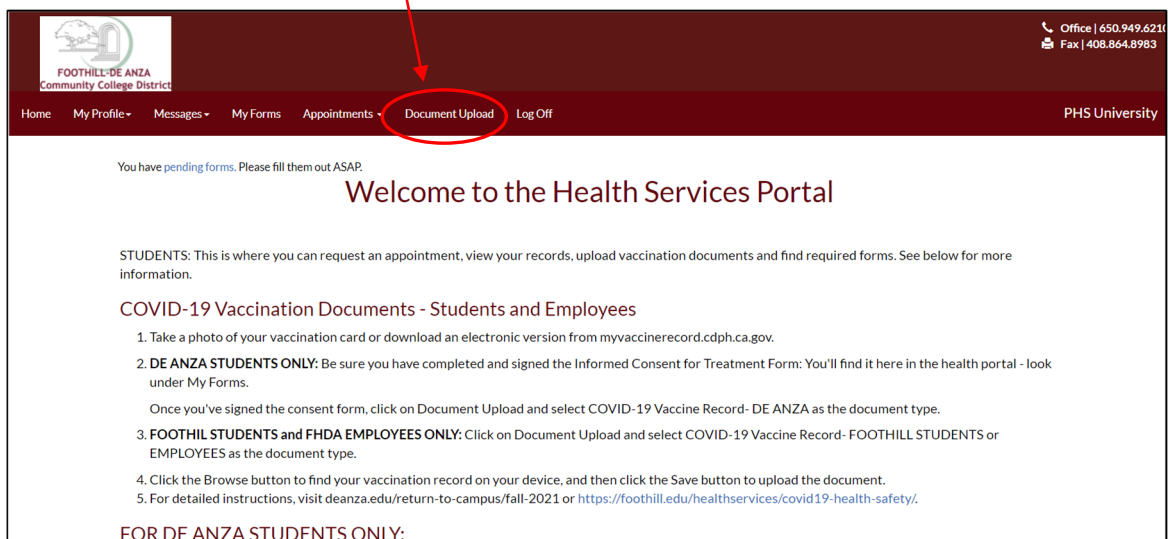
Process

Below are instructions for employees who do have an approved exemption and how they are to submit their weekly testing results to the PyraMed system.

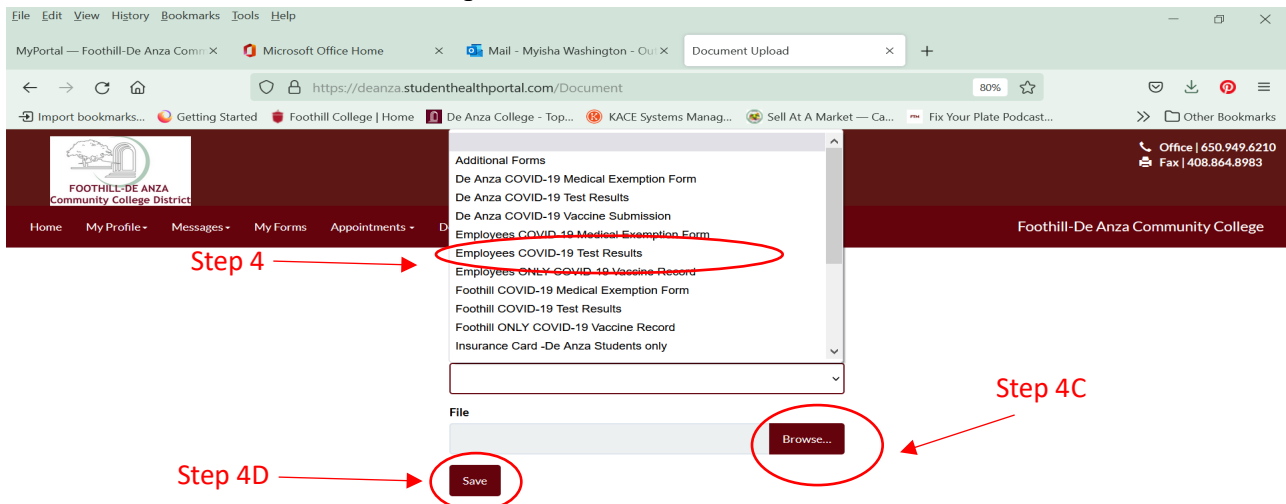
1. Access [MyPortal](https://myportal.fhda.edu) (myportal.fhda.edu)
2. Under the “Staff” applications, look for the “PyraMed – Health Services for Employees” tab; click to access.



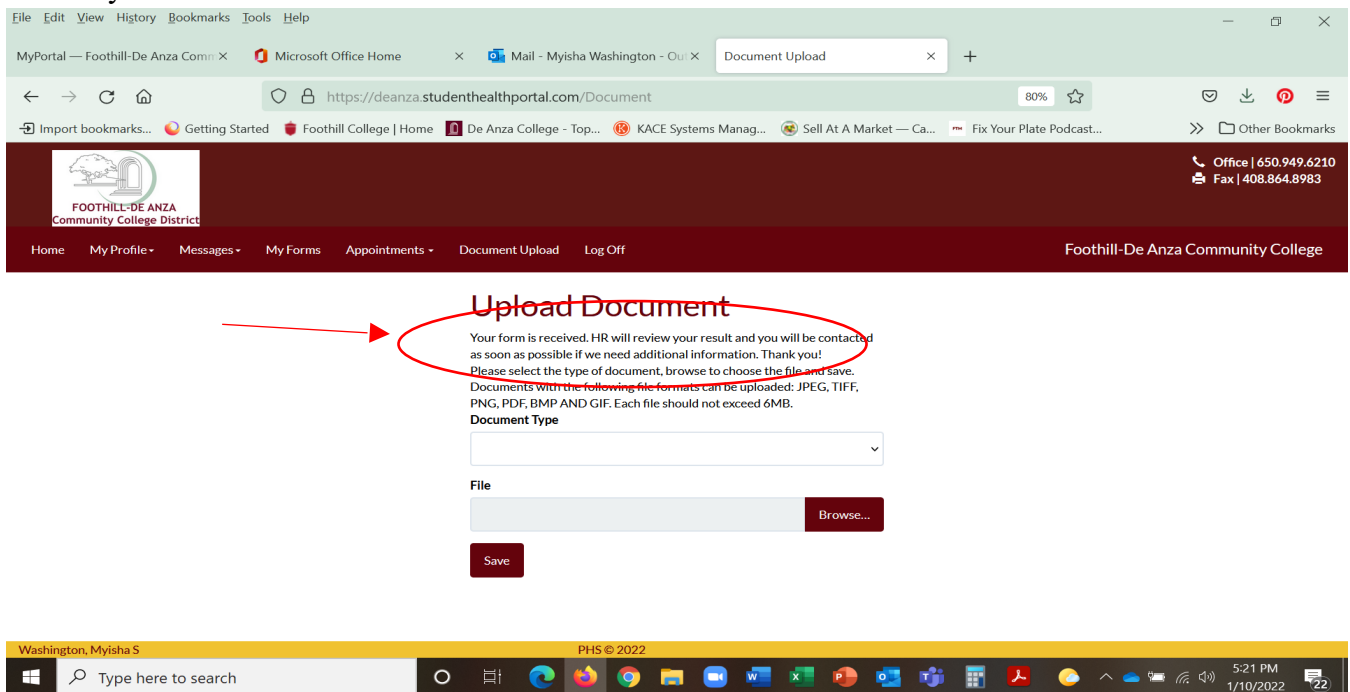
3. You will be taken to the PyraMed Health Services Portal for document upload and click on “Document Upload”:



4. To upload your Test Results – select “**Employees Only COVID-19 Test Results**” from the “Document Type” drop-down menu.
 - a. You can take a photo of your test results.
 - b. Save the digital photo or file to the computer or device that you will use to log in to the PyraMED health portal.
 - c. Click the **Browse** button to find the document file on your computer or device. (Your document file must be in one of the formats listed, such as .jpeg or .pdf)
 - d. Click the **Save** button to upload the document.



5. The Human Resources office will review and verify your record. You will receive an email verification within 24 hours that your upload was reviewed and verified. If additional information is needed, you will also be notified by Human Resources.



ELECTRONIC MEDICAL RECORDS:

All protected health information in the electronic medical record is stored in a secure data center and is encrypted. Only authorized staff have access to your health information. In the unlikely event of such breach, you will be notified as required by law. In accordance with Health and Safety Code (HSC) section 1797.98 and HSC section 11191, your medical records will be destroyed 10 years after their receipt or production.