

This message was sent to all District employees, via email on September 13th, on behalf of Raymond Quan, Vice Chancellor, Human Resources and Equal Opportunity:

Dear Colleagues,

Per Chancellor Miner's August 27th email, the PyraMed platform is now active for employees to upload verification of Covid-19 vaccination and/or medical exemption requests. **PLEASE NOTE:** Religious exemption requests should be sent directly to quanray@fhda.edu.

Instructions for uploading your information is attached.

*As a reminder, all Foothill-De Anza employees working on or coming to campus **must** be vaccinated.*

For the safety of all employees and to assist in contact tracing should an employee potentially be exposed, we are asking for all employees to complete a two-step check in process. **This two-step process should be completed every day you plan to come to campus.**

- Prior to your arrival on campus, please log into the OptimumHQ Health Alert application (<https://athome.optimumhq.com/login.jsp>) and complete the three question health survey prior to your arrival on campus. Upon submission, you will immediately receive a badge clearance, via your cell phone.
- This green badge clearance will be used to access the QR codes at various locations and building entrances throughout the District during your time on campus. This second check-in process will assist the District with contact-tracing should there be a COVID-19 workplace exposure.
- If you receive a red badge - do not come to campus. The OptimumHQ system will notify your supervisor that you do not have clearance to come to campus.

We appreciate and thank you for your continued commitment and patience as we continue to navigate these uncharted territories.

For additional information and resources on the OptimumHQ application, please visit the ETS website at: <https://ets.fhda.edu/getting-help/staff/documents/optimumhq/optimumhq.html> For additional information relating to COVID-19 COVID-19 Employee Information and Resources, please go to: <https://hr.fhda.edu/covid-19/index.html>.

Sincerely,
Raymond Quan
Vice Chancellor for Human Resources and Equal Opportunity