

# COVID-19 Vaccination Requirement

If you are planning to be **on campus this fall for any purpose** – you **must be vaccinated** against COVID-19.

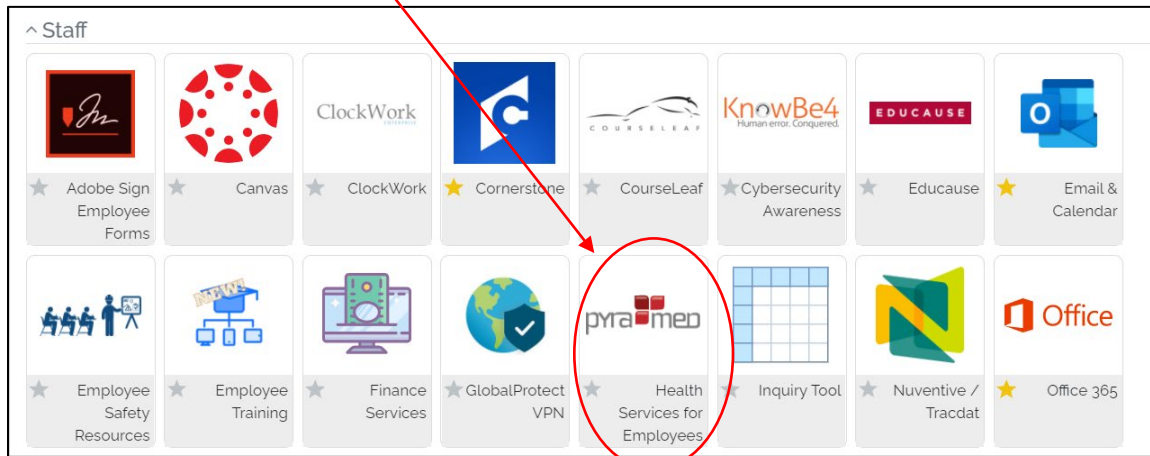
Below are instructions for employees to provide Proof of Vaccination or to submit a Request for Medical Exemption.

Please remember:

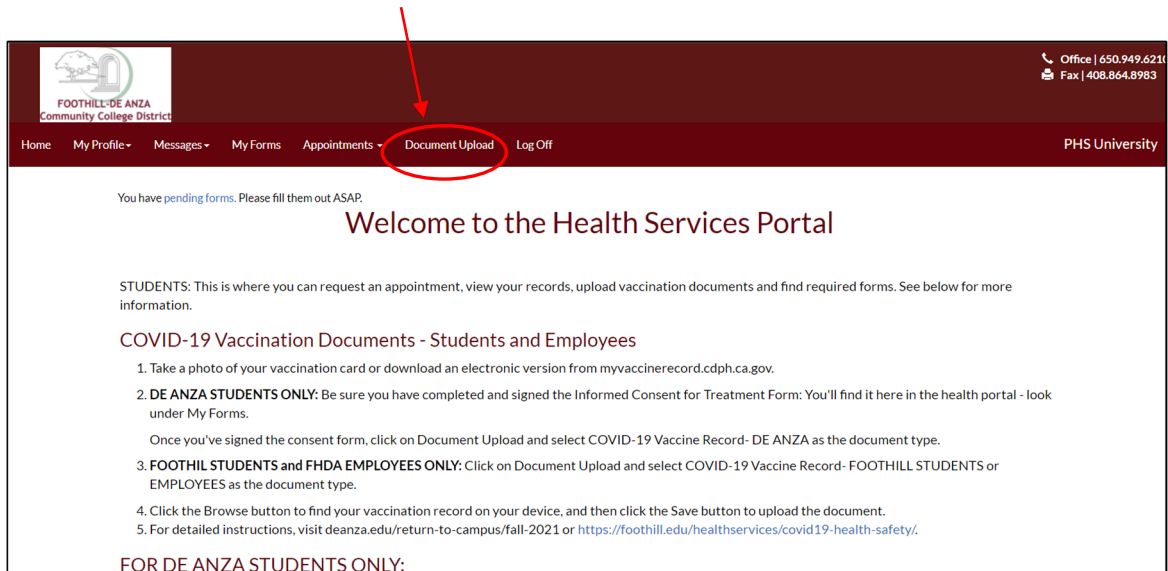
- Face masks are required indoors and outdoors while on campus.
- Social distancing measures (including signage and classroom assignments) will be in effect.
- Cleaning and sanitizing processes are also in place.
- Hand-washing and using hand sanitizer, as provided, is strongly advised.

## Employees

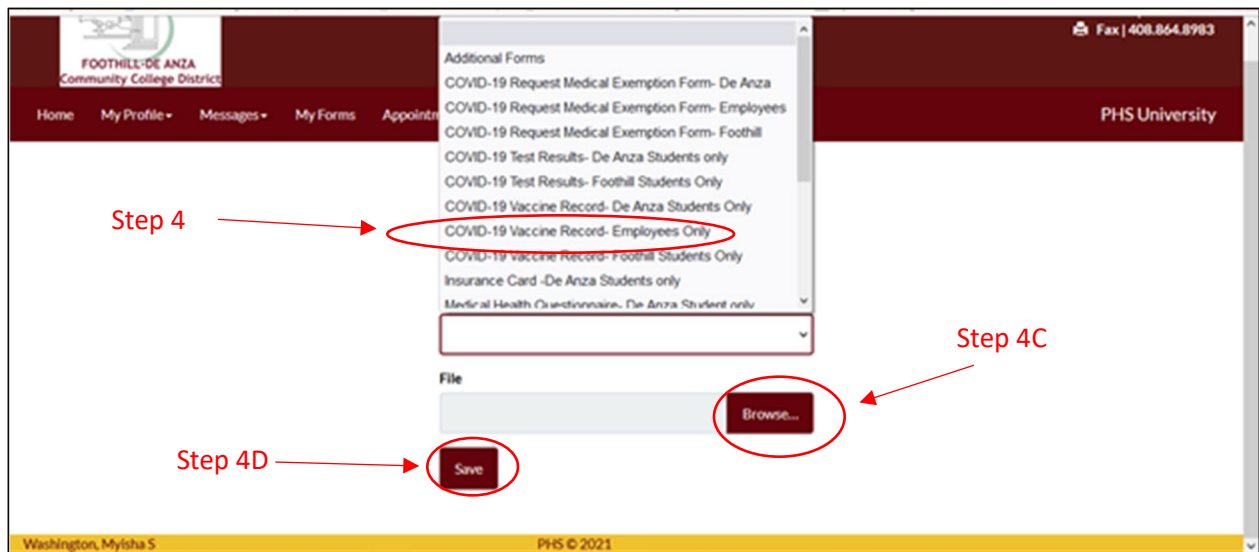
1. Access [MyPortal](https://myportal.fhda.edu) (myportal.fhda.edu)
2. Under the “Staff” applications, look for the “PyraMed – Health Services for Employees” tab; click to access.



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

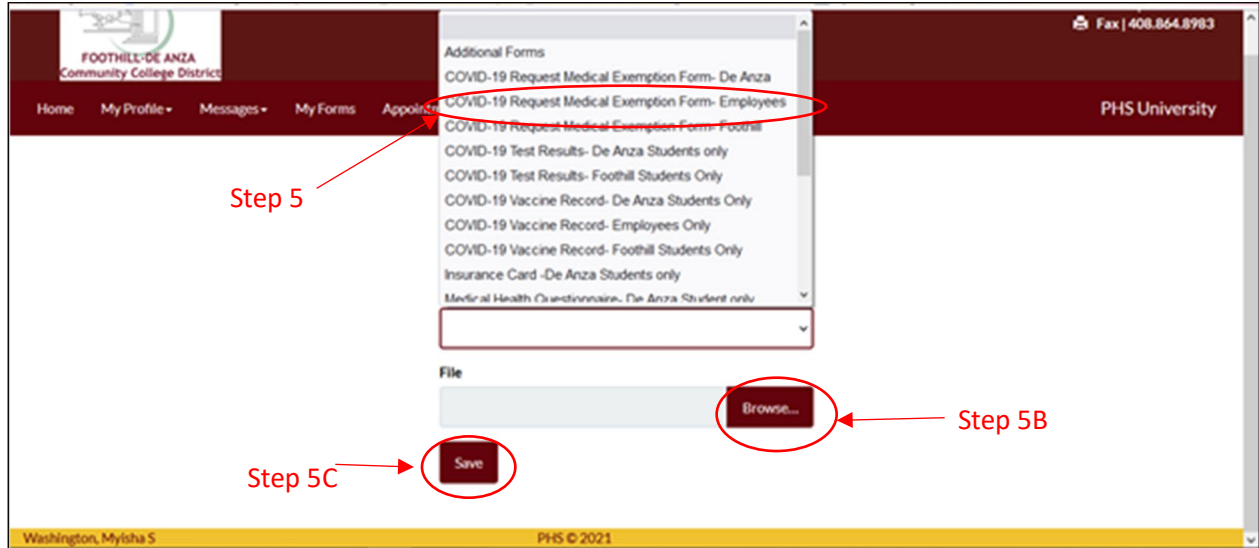


4. To upload your Vaccine Card – select “**COVID-19 Vaccine Record - Employees Only**” from the “Document Type” drop-down menu.
  - a. You can take a photo of your vaccination card or get a digital copy from the state health site at [myvaccinerecord.cdph.ca.gov](http://myvaccinerecord.cdph.ca.gov).
  - 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.
  - e. You will receive an immediate confirmation. The Health Services office will contact you if they have any questions.



5. To upload your Request for Medical Exemption – select “**COVID-19 Request Medical Exemption Form- Employees**” from the “Document Type” drop-down menu.

- a. Access the Request for Medical Exemption form [here](#).
- b. 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)
- c. Click the **Save** button to upload the document.
- d. You will receive an immediate confirmation. A representative from Human Resources will contact you if they have any questions.



Those who have not certified their vaccination, are still completing their vaccination series, or have a valid exemption, will be **required** to provide negative test results from COVID-19 testing taken no more than 72 hours prior, if they are to be on-site at any District facility.