

# COVID-19 Vaccination Requirement

If you are planning to be **on campus this spring for any purpose** – you **must have received your vaccination and booster** against COVID-19.

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

Please remember:

- Face masks are strongly recommended indoors regardless of vaccination or booster 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.

## Employees

1. Access [MyPortal](https://myportal.fhda.edu) (myportal.fhda.edu)

The screenshot shows the MyPortal login interface. At the top, there are logos for Foothill College and De Anza College. Below the logos is a navigation bar with the text "FOOTHILL-DE ANZA Community College District". The main content area is divided into several sections:

- Secure Login:** A section with a "Campuswide ID:" field and a "Password:" field. Below the fields are "Submit" and "Reset" buttons. To the right of the fields, there is a link for "What is my campuswide ID? I don't know my password." and a message: "MyPortal has a new look! Click here to see what is new before you log in." Below this is a "NEW!" icon and a link: "Make sure you read this privacy alert notice before logging in to MyPortal."
- What's Inside?:** A list of links: Academic Records, Account Balances, Class Rosters, Financial Aid Status, Grades, Library Resources, Personalized Announcements, Placement Test Results, Registration Tools, Student Parking Permits, and Transcripts and more!
- First Time Logging In?:** A section with a link: "See the First-time Login Guide for step-by-step instructions on setting up your account." Below this is a link: "Having problems? Go to the MyPortal FAQ page." Below that is a link: "Guest Parking" with a note: "Guest parking is available for those without a MyPortal account at both Foothill and De Anza colleges."

2. Under the “Staff” applications, look for the “PyraMed – Health Services for Employees” tab; click to access.

The screenshot displays the application portal for Foothill-De Anza Community College District. On the left is a sidebar with the college logo and navigation links: Home, Getting Started, Apps, My Profile, and Logout. The main area is titled 'Applications' and is organized into sections: 'All Users', 'Banner', 'Staff', and 'Students'. Each section contains a grid of application icons. In the 'Staff' section, the 'PyraMed Health Services for Employees' icon is circled in red, and a red arrow points to it from the right side of the screen. Other visible applications include Adobe Sign, Canvas, ClockWork, Cornerstone, CourseLeaf, Cybersecurity Awareness, Email & Calendar, Employee Safe Resources, Employee Training, Finance Services, GlobalProtect VPN, Inquiry Tool, Nuventive / Tracdat, Office 365, Payroll, ProCard, Program Review, Refund Approval Admin, Report Student Conduct Violations & Concerns, Room Management System, SARS Inesi Logal, Slate, Student Dashboard, Student Success Analytics, Surplus Request, Technical Support, Yammer, and Zoom Video Conferencing.

3. You will be taken to the PyraMed Health Services Portal. Click on “My Forms”:

FOOTHILL-DE ANZA Community College District

Office | 650.949.6210  
Fax | 408.864.8983

Home My Profile Messages **My Forms** Appointments Document Upload Log Off Foothill-De Anza Community College

### My Forms

The following forms need to be completed.

Form Name	Form Type	Appointment Date	Instructions
<a href="#">COVID-19 Booster Submission- De Anza College</a>	Immunization	N.A.	Required for all students with in-person class.
<b><a href="#">COVID-19 Booster Submission- Employees Only</a></b>	Immunization	N.A.	Required for district employees.
<a href="#">COVID-19 Booster Submission- Foothill College</a>	Immunization	N.A.	Required for all students with in-person class.
<a href="#">COVID-19 Vaccine Submission- De Anza College</a>	Immunization	N.A.	Required for all students with in-person class.
<a href="#">COVID-19 Vaccine Submission- Employees Only</a>	Immunization	N.A.	Required for all employees.
<a href="#">COVID-19 Vaccine Submission- Foothill College</a>	Immunization	N.A.	Required for all students with in-person class.
<a href="#">Emergency Contacts</a>	Administrative	N.A.	Required for all students
<a href="#">Immunization History (ISP student only)</a>	Immunization	N.A.	Required for all incoming ISP students only
<a href="#">Informed Consent -Foothill College Students only!</a>	Administrative	N.A.	Required for all FOOTHILL students with in-person class and students visiting the campus (COVID-19 Vaccine Submission)
<a href="#">Informed Consent For Treatment De Anza Students Only</a>	Administrative	N.A.	Required for all DE ANZA students (COVID-19 vaccine submission and telehealth or in-person student health services appointment)
<a href="#">Informed Consent For Virtual Visit Services</a>	Administrative	N.A.	Required for all students who have telehealth appointment only.
<a href="#">Minor Consent Form</a>	Administrative	N.A.	Required for students who are age 17 and below and have telehealth or in-person appointment only
<a href="#">Patient Registration Form</a>	Administrative	N.A.	Required for in-person or telehealth appointment only
<a href="#">Tuberculosis (TB) Risk Assessment and Screening</a>	Immunization	N.A.	Required for all DE ANZA students (and ISP students) requesting TB test and clearance.

4. To upload your Vaccine Card – select “**COVID-19 Booster Submission – Employees Only**”

- 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).
- Save the digital photo or file to the computer or device that you will use to log in to the PyraMED health portal.
- Click the **Select File** 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)
- Click the **Save** button to upload the document.

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### COVID-19 Booster Submission- Employees Only

Required for district employees.

Please provide the date you received your COVID-19 booster vaccination. You may choose from the applicable manufacturer. You must provide the lot number, site and upload a copy of your vaccination card or digital COVID-19 vaccine record before submitting this form. Thank you.

COVID-19 Pfizer Booster Dose Vaccine Date

COVID-19 Moderna Booster Dose Vaccine Date

Where did you receive your vaccine (Healthcare Provider or Clinic site address)?

Lot Number of Vaccine Booster Dose

Please upload your proof of vaccination (I.e Vaccination Card or digital copy of vaccine record)

Please complete your COVID-19 vaccine booster information and attach a copy of your COVID-19 vaccine card or digital COVID-19 Vaccine record.

## 5. Sign and click confirm.

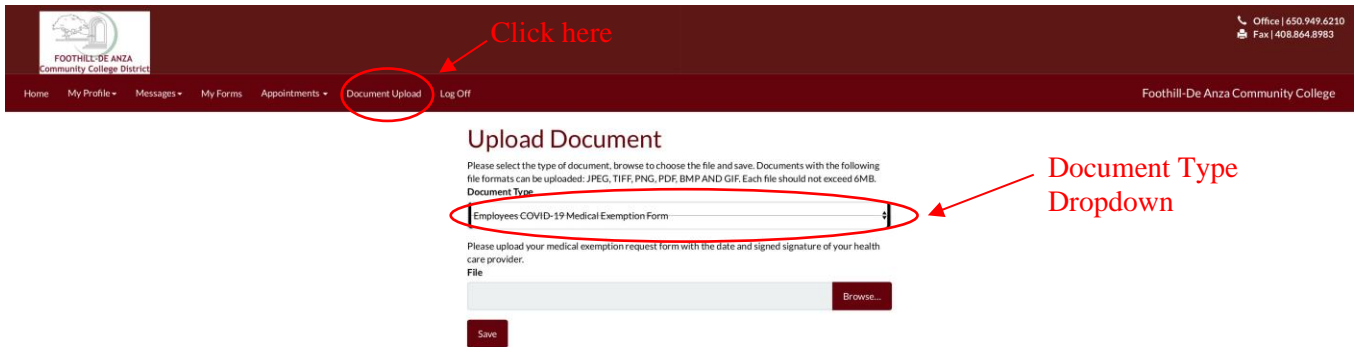
The screenshot shows a web form for submitting COVID-19 booster information. A modal dialog box titled "Confirm Message" is open, asking the user to sign below and confirm submission. The form in the background includes fields for vaccine date, provider address, lot number, and a file upload for the vaccination card. Navigation buttons "Submit" and "Complete later" are visible at the bottom of the form.

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

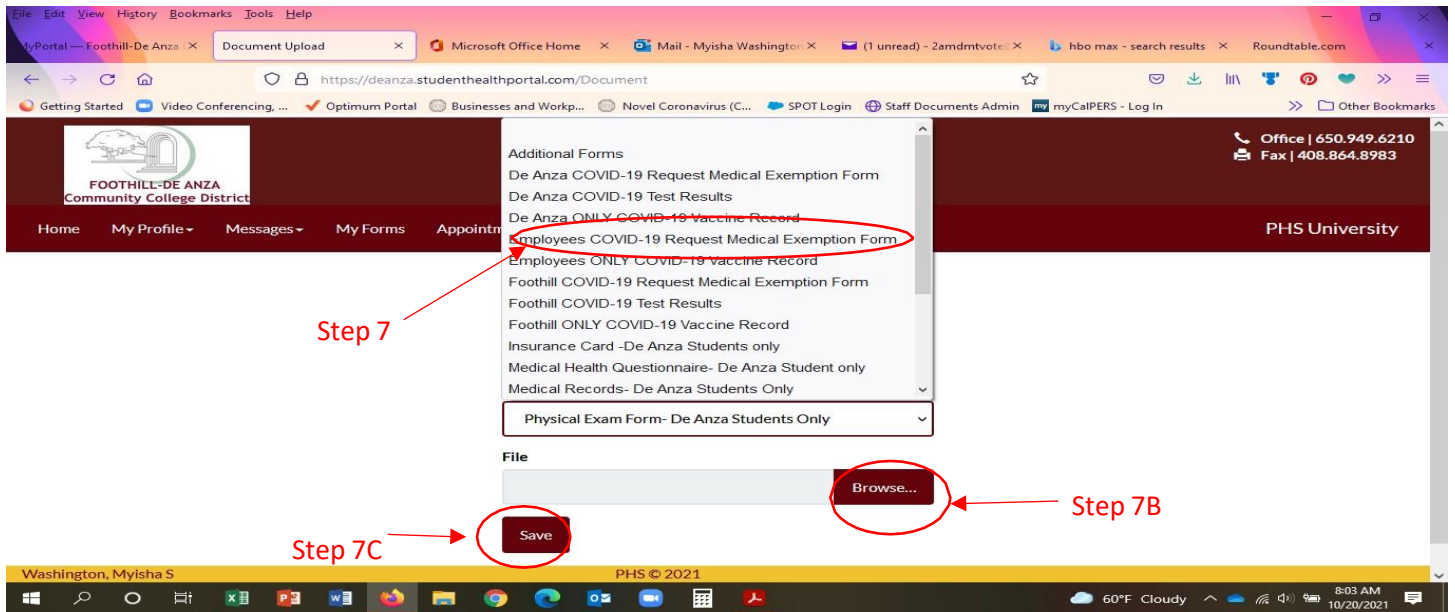
The screenshot shows the "My Forms" page. A red circle highlights a message: "Thank you for submitting your COVID-19 vaccine booster. You will be notified if additional information is needed. Please allow 2-3 days for the immunization registry system to process your submission. Check MyProfile tab under Immunization history to verify the dates of your vaccine copy. The following forms need to be completed." A red arrow points from the text "Submission Confirmation" to this message. Below the message is a table of required forms.

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<a href="#">COVID-19 Booster Submission- De Anza College</a>	Immunization	N.A.	Required for all students with in-person class.
<a href="#">COVID-19 Booster Submission- Foothill College</a>	Immunization	N.A.	Required for all students with in-person class.
<a href="#">COVID-19 Vaccine Submission- De Anza College</a>	Immunization	N.A.	Required for all students with in-person class.
<a href="#">COVID-19 Vaccine Submission- Employees Only</a>	Immunization	N.A.	Required for all employees.
<a href="#">COVID-19 Vaccine Submission- Foothill College</a>	Immunization	N.A.	Required for all students with in-person class.
<a href="#">Emergency Contacts</a>	Administrative	N.A.	Required for all students
<a href="#">Immunization History (ISP student only)</a>	Immunization	N.A.	Required for all incoming ISP students only
<a href="#">Informed Consent -Foothill College Students only</a>	Administrative	N.A.	Required for all Foothill students with in-person class and students visiting the campus (COVID-19 Vaccine Submission)
<a href="#">Informed Consent For Treatment De Anza Students Only</a>	Administrative	N.A.	Required for all DE ANZA students (COVID-19 vaccine submission and telehealth or in-person student health services appointment)
<a href="#">Informed Consent For Virtual Visit Services</a>	Administrative	N.A.	Required for all students who have telehealth appointment only.
<a href="#">Minor Consent Form</a>	Administrative	N.A.	Required for students who are age 17 and below and have telehealth or in-person appointment only
<a href="#">Patient Registration Form</a>	Administrative	N.A.	Required for in-person or telehealth appointment only
<a href="#">Tuberculosis (TB) Risk Assessment and Screening</a>	Immunization	N.A.	Required for all DE ANZA students (and ISP students) requesting TB test and clearance.

7. To upload your Request for Medical Exemption – go to “Document Upload” and select “*Employees COVID-19 Request Medical Exemption Form*” from the “Document Type” dropdown 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.



8. The Human Resources office will contact you for additional follow-up.

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## Upload Document

Your form is received. HR will review your request and you will be contacted as soon as possible. Thank you!

Please select the type of document, browse to choose the file and save. Documents with the following file formats can be uploaded: JPEG, TIFF, PNG, PDF, BMP AND GIF. Each file should not exceed 6MB.

Document Type

File

Browse...

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.

#### *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.*