

When new employees start working onsite (or an existing employee returns to the office) there are several steps related to COVID-19 to complete before they arrive or soon after.

Employee Needs to Disclose their Vaccination Status

In compliance with the [UC COVID-19 Vaccination Program Policy](#), all employees need to report their vaccination status. This information is used to verify compliance with policy, to determine if additional COVID-19 safety protocols are required, and may be needed to determine the appropriate response if there is a COVID-19 case in the workplace. Each employee's vaccination status is kept confidential and only a very few staff in Human Resources and Risk & Safety Services can access this information.

Employees with a UC ANR Portal login credential can respond to the UC ANR COVID-19 Vaccine Status Disclosure survey to provide their vaccination status and upload their vaccination record here: https://ucanr.edu/portal/covid_vaccination_status_disclosure.cfm

If an employee cannot access the survey or upload the vaccination record at the link above, they may also use the following link to securely upload their vaccination record:

<https://ucdavis.app.box.com/f/933b2cf8007d45bd9598644c02a86084>

For more information about the COVID-19 vaccination policy, see:

https://safety.ucanr.edu/Programs/emergency/Current_Health_Alerts/COVID19Vaccines/

Employees must self-monitor for symptoms and report COVID-19 symptoms, exposures and testing

All employees who are working at a UC ANR office, in the field, or at partner sites must monitor themselves for COVID-19 symptoms before coming to work each day. If you have symptoms of COVID-19 or other transmissible illness, please stay home and notify your supervisor of your absence. Symptoms include: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, and/or Diarrhea. See [CDC symptoms](#) for more information. Employees must also report close exposures to someone who has COVID-19, and must report positive COVID-19 test results.

The COVID-19 Screening Report survey is the mechanism to report test results, symptoms, or exposures and employees are expected to follow the specific guidance provided by the survey, based on their report. For more information or to complete the COVID-19 Screening Report, go to: <http://ucanr.edu/covid19screening>

Training

New employees or those returning to onsite work must complete the [UC Online COVID-19 Prevention Training](#)

- click on “Training Materials”
- enter name, email, and under “University or Institution” enter UC ANR
- Go through the training and complete the test. On the test, select “Agriculture & Natural Resources” for your campus or location, so we have a record of your completion

Location COVID-19 Prevention Plan

Provide new or returning employees with a copy of your location’s COVID Prevention Plan (CPP), and any site-specific procedures. Each UC ANR location has a customized CPP, based on this UC ANR template: <https://ucanr.edu/sites/safety/files/368256.pdf>. See your location’s Safety Coordinator to get more information about a location’s CPP.

Remind or inform the employee of UC ANR’s [Mask Protocol](#) and procedures for [Reporting a COVID-19 Positive Test or Exposure](#).

Additionally, review any local or site-specific procedures or reporting requirements.

For more information about UC ANR COVID-19 Safety Protocols, see: <http://ucanr.edu/covid19>