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](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](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/](https://safety.ucanr.edu/Programs/emergency/Current_Health_Alerts/COVID19Vaccines/)

**Flu Vaccination Executive Order**

To comply with UC’s Flu Vaccination Executive Order, all employees must validate their vaccination status by responding to the UC ANR Influenza Vaccine Status Survey and attesting that they have been either vaccinated against influenza, or opt out using the UC ANR Declination Form located in the survey.

For questions about the flu vaccination mandate, please review the FAQs and/or contact Dave Ritz (daritz@ucanr.edu)

**Enroll the Employee in the daily Clearance to Work survey**

All employees who are working at a UC ANR office, in the field, or at partner sites must complete a Clearance to Work survey each day they are working in person. On days they are working from home or remotely, they should also complete the survey by answering the first question only.

To add an employee to the Clearance to Work survey, please provide the following in an email to Brian Oatman (baoatman@ucanr.edu):

- Your location’s roster of in-person employees on this spreadsheet: [https://ucanr.edu/sites/safety/files/326435.xlsx](https://ucanr.edu/sites/safety/files/326435.xlsx)

12/14/2021
Onboarding New Employees and COVID-19 Protocols

- Send an email with the following information:
  - Employee name and email (we can use @ucdavis or other email if @ucanr address is not set up yet)
  - Supervisor name and email – to receive clearance results
  - Alternate name and email – to receive clearance results (optional)
  - Employee Work location(s) (i.e.: UCCE Office, REC, etc.)

Training
Please have new or returning employees 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/352222.docx

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/reopening