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8/24/2021 Communication to employees on how to submit vaccine records

Dear NDNU Employees,

NDNU is committed to protecting the health and well-being of students, faculty, staff, and administrators, their families, and the communities we serve. We also value maintaining education access and attainment for our students. We have embraced a comprehensive strategy designed to reduce the likelihood of transmission of the COVID-19 virus in our workplace and classrooms.

One component of that strategy is **requiring vaccination for NDNU employees and students who will be working and learning on campus**. The COVID-19 vaccine is safe and very effective against COVID-19, and it is the best tool we have to mitigate community spread of this virus.

NDNU will require employees and students working or learning on campus to be vaccinated by <u>**Friday, August 27, 2021.**</u> For those taking a two-dose vaccine (Pfizer or Moderna), employees must have completed the <u>first dose</u> of the vaccine by Aug 27, 2021, and then complete the second dose as scheduled (Pfizer doses are 21 days apart; Moderna doses are 28 days apart; J&J is a one-dose vaccine). Vaccines are easily available in San Mateo County and across the Bay Area, click here for more information or contact your healthcare provider.

Employees or students that are not yet fully vaccinated by August 27, 2021 (see definitions below), may return to campus with the requirement that they remain masked in all public settings and submit weekly COVID-19 test results using the designated online tool until they are considered fully vaccinated (14 days after final vaccine dose).

Not working on campus in fall? Please submit your information now so we don't have to chase you later.

Submit Vaccine Records Through ADP Mobile App
Note: Part Time faculty will not be able to access the survey until Aug 30th. Please complete this information before Wed, Sept 1.

Get ready!
Have a photo of your vaccine card or your CA digital vaccine record on your phone's camera roll.

Get started!

1. Download the free **ADP Mobile Solutions App** for your smartphone available for iPhones on the Apple App Store and for Android phones on Google Play.
   a. Unsure of which app to get? Scan the QR code from the [ADP Workforce Now login page](#) with your smartphone camera.
2. Login using your user ID and password (same that you use on the ADP Workforce Now website to request time off or complete a timecard).
   a. Need a password reset? Go to https://workforcenow.adp.com/workforcenow/login.html and click the Forgot Password link. Reset instructions will be sent to your NDNU email account.
3. The COVID-19 Vaccine Survey will pop up when you first login to the ADP Mobile Solutions App.
   a. Select your vaccination status: fully vaccinated, partially vaccinated, unvaccinated (definitions below).
4. As directed, upload the photo of your vaccine card or [CA digital vaccine record](#). This information will be stored securely and confidentially in the ADP system.
5. Can't get the ADP app to work? You can email vaccine proof to Human Resources (hr@ndnu.edu).

Important Definitions

Fully vaccinated: At least 14 days have passed since the second dose in a two-dose COVID vaccine series or a single-dose COVID vaccine. COVID-19 Vaccines must be FDA approved or have emergency use authorization from the FDA, or be listed for emergency use by the World Health Organization.

Not Fully (Partially) Vaccinated: Individual has had at least one vaccine dose, but fewer than 14 days have passed since the second dose in a two-dose COVID vaccine series or the single-dose COVID vaccine was received. Until the individual meets the definition of "fully vaccinated", testing and masking protocols for unvaccinated individuals must be followed.

Unvaccinated: Individuals who have not been vaccinated and have been approved by the University for exemption due to medical reason, disability, or strongly held religious belief. For these individuals, weekly testing, distancing, and mask wearing while on campus are required for the foreseeable future.

Exemption Request

Employees and students may apply for an exemption to the vaccine requirement based on a medical exemption, disability accommodation, or firmly held religious beliefs. Employees, please contact Prakashni Pratap (hr@ndnu.edu) to discuss an exemption and complete an exemption request form.

Those employees or students with approved exemptions or accommodations may return to campus with the requirement that they remain masked while indoors on campus and submit weekly COVID-19 test results using the designated online tool.

Non-vaccinated individuals (employees or students) who do not submit regular test results using the designated online tool by the deadline each week are not permitted on campus.