



## UC COVID-19 Vaccine and Influenza Requirements for New Employees

**Welcome to the University of California, Riverside.** As a condition of employment, you will be required to comply with the University of California [Policy on Vaccination Programs – With Updated Interim Amendments](#). This policy requires all covered individuals to **either receive or formally decline** the COVID-19 vaccine/booster and the seasonal influenza vaccine **each year**.

### Compliance Requirements:

- Within **14 calendar days of your start date**, log into the **UCR Occupational Health Portal (Enterprise Health)** and record your vaccination status or declination.
- In health care or patient-care settings, additional non-pharmaceutical interventions may be required by the County or the California Department of Public Health.

### Seasonal Influenza (New Employee Guidelines):

- Employees hired **after November 1 but before May 1** of the flu season must comply within 14 days of employment.
- Examples:
  - Hired November 15 → comply by November 29
  - Hired December 1 → comply by December 15
  - Hired April 1 → comply by April 15
- Employees hired **May 1 or later** fall outside the flu season compliance period.

### How to provide proof of vaccination:

1. Log into the **UCR Occupational Health Portal: Enterprise Health**.
2. From the homepage, go to **Message Center**.
3. Complete the **Flu and COVID questionnaires** by clicking “**Begin**” and uploading your immunization record.
4. Step-by-step instructions: [ehs.ucr.edu/vaccination-programs-policy](https://ehs.ucr.edu/vaccination-programs-policy).
5. For assistance, email [ehsocchealth@ucr.edu](mailto:ehsocchealth@ucr.edu)

### Acceptable Proof of COVID-19 Vaccination and Flu Vaccination:

- Official **COVID-19 or Influenza Vaccination Record Card** (CDC or WHO).
- A **photo** of the vaccination card (as a separate document or stored on a phone/device).
- Documentation of vaccination from a healthcare provider.

### Remote Employees:

- **Partial Remote (≤50%)**: Compliance is required for both COVID-19 and influenza vaccines. You will receive weekly reminders during the vaccine campaign period until you submit documentation or a declination.
- **100% Remote**: If your remote work agreement is approved by HR and reflected in UC Path, you are exempt unless your work status changes.