

Supervisor's Guide to Vaccination Program Dashboard And Compliance

August 20, 2021

This webinar will be recorded

The logo for UCI Human Resources, featuring a stylized sunburst or starburst graphic to the left of the text.

UCI Human Resources

Welcome



Pamela James

Executive Director -
Campus HR



Stephen Whelan

Executive Director –
People Services



Manuel Rodriguez

EEC & LMS Analyst -
People Services



Jeffrey Hughes

Enterprise Workforce
Relations Consultant

Agenda



- UC COVID-19 Vaccination Program
- Supervisor's Dashboard Functionality
- Non-Compliance Process
- Q&A



UC COVID-19 Vaccination Program

COVID-19 Vaccination Policy Basics



All employees must provide **proof of full vaccination** or submit a **request** for an Exception or Deferral **by 9/1 (UCI Health) or 9/6 (Campus)**

<https://policy.ucop.edu/doc/5000695/SARS-Cov-2>

Who **is** covered by policy?

- All employees*
- Volunteers
- Students
- Trainees

... that physically access UCI in connection with their employment, appointment, or education/training.

Who **is not** covered by policy?

- Patients at healthcare locations
- Members of the public at art, athletics, entertainment, or other publicly accessible venues

Vaccine Verification and Exception



UCI must track and monitor vaccination verifications and vaccination exception requests

Vaccination Documentation Upload

- Self-service system for employees to upload proof of vaccination
- Secure system, accessed only by authorized Public Health staff

Campus Employees:

<https://apps.health.uci.edu/OccHealthRegistrationCampus>

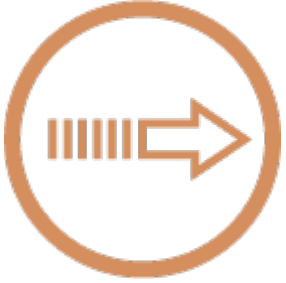
UCI Health (HS, Medical Center and Ambulatory) Employees:

<https://apps.health.uci.edu/OccHealthRegistration>

Students have a separate upload website:

<https://shc.uci.edu/about/patient-portal>

Exception & Deferral Requests



Types of Requests:

1. Religious Exception
2. Medical Exemption
3. Disability Exception
4. Pregnancy Deferral

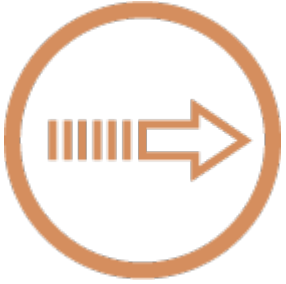
What happens if request is **approved**?

- Employee is in compliance with policy
- Employee is required to mask when on-site and complete weekly asymptomatic testing

What happens if request is **denied**?

- Employee is notified and must provide proof that they have received their first shot within **14 calendar days** of the date of denial

Exception & Deferral Requests



Download and complete the exception request form from here:
<https://hr.uci.edu/partnership/futureofwork/uc-covid-policy.php>

Complete and sign form

- For medical exemptions and disability exception requests, employees must also have their health care provider complete and sign

Upload form through the Occupation Health portal:

Campus Employees:

<https://apps.health.uci.edu/OccHealthRegistrationCampus>

UCI Health (HS, Medical Center and Ambulatory) Employees:

<https://apps.health.uci.edu/OccHealthRegistration>



UC COVID-19 Dashboard

COVID-19 Vaccine Policy Clearance Manager Dashboard

COVID Vax Policy Clearance (Manger Dashboard):

[https://uci.service-now.com/\\$pa_dashboard.do?sysparm_dashboard=dd864c731bd930106bd62f42b24bcbdf&sysparm_tab=0b9680b31bd930106bd62f42b24bcb23&sysparm_cancelable=true&sysparm_editable=false&sysparm_active_panel=false](https://uci.service-now.com/$pa_dashboard.do?sysparm_dashboard=dd864c731bd930106bd62f42b24bcbdf&sysparm_tab=0b9680b31bd930106bd62f42b24bcb23&sysparm_cancelable=true&sysparm_editable=false&sysparm_active_panel=false)

Who is included in your dashboard:

- YOU, your subordinates, your subordinates' subordinates
- Active employees, employees on Paid Leave of Absence

Who is excluded from employee compliance:

- Employees on Unpaid Leave of Absence or Short Work Break
- Contingent (volunteers/contractors) & Student Workers, Emeriti
- Employees with UCPath Location set as REMOTE100%*

**Contact your local HR Representative for directions and assistance establishing remote status for your employees*

Dashboard Access Questions:

Employee Experience Center
UCI HR | People Services
eec@uci.edu | 949.824.0500

**Dashboard Data Updated
Nightly**

Personnel Dashboard Overview

COVID Vax Policy Clearance (Manager) ▼

Personnel Overview

Personnel Cleared

Personnel Not Cleared

Contingent & Student Workers + Emeriti

Remote 100%

COVID Vax Policy Personnel (Manager)

31

COVID Vax Policy Cleared (Manager)

28

COVID Vax Policy Not Cleared (Manager)

3

Employee Name

All

Department

All

COVID Vax Policy Clearance (Manager)

Clearance Status	Count	Percentage
Green	25	80.65%
Red	3	9.68%
Yellow	3	9.68%

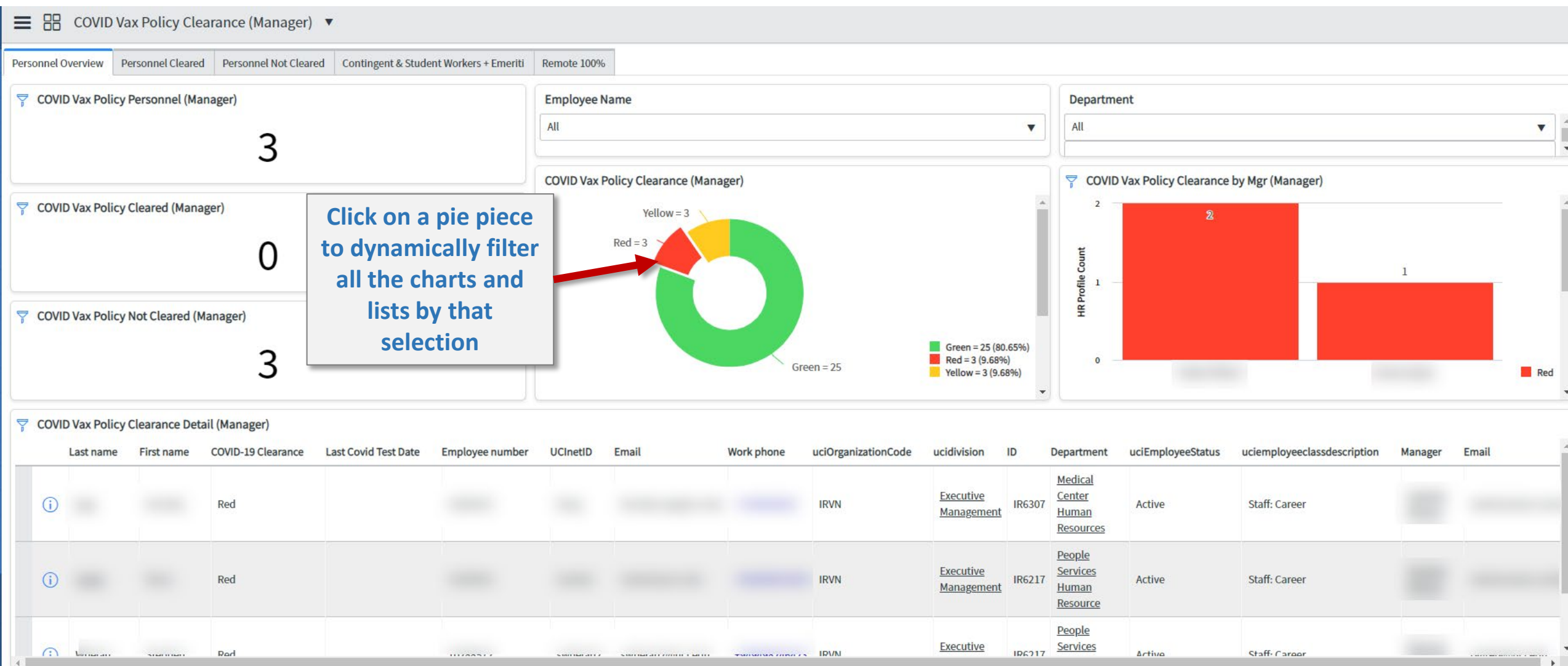
COVID Vax Policy Clearance by Mgr (Manager)

Manager	Green	Red	Yellow	Total
Mgr 1	8	0	0	8
Mgr 2	6	0	0	6
Mgr 3	4	2	0	6
Mgr 4	3	0	0	3
Mgr 5	2	0	0	2
Mgr 6	2	0	0	2
Mgr 7	1	0	0	1

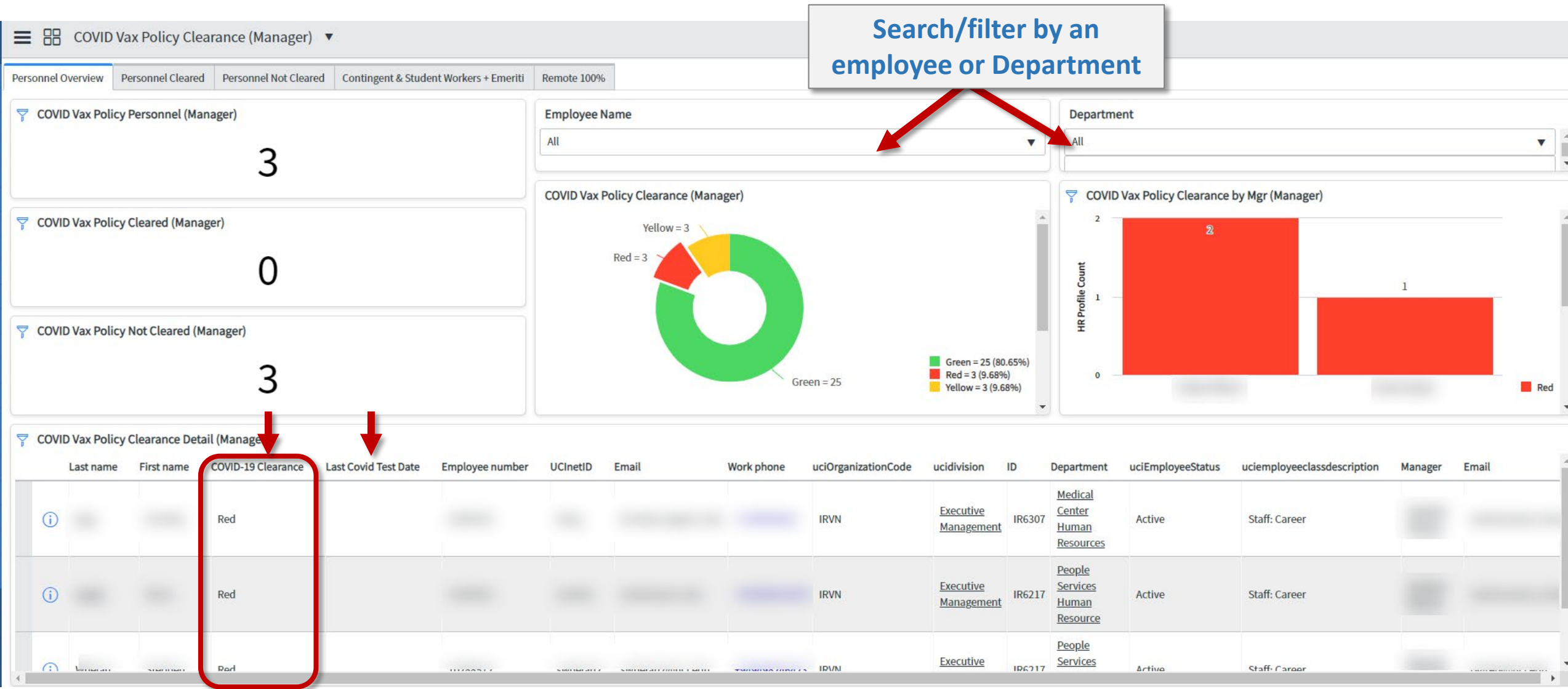
COVID Vax Policy Clearance Detail (Manager)

	Last name	First name	COVID-19 Clearance	Last Covid Test Date	Employee number	UCInetID	Email	Work phone	uciOrganizationCode	ucidivision	ID	Department	uciEmployeeStatus	uciemployeeclassdescription	Manager	Email
			Green						IRVN	Executive Management	IR6217	People Services Human Resource	Active	Staff: Career		
			Green						IRVN	Executive Management	IR6217	People Services Human Resource	Active	Staff: Career		
			Green						IRVN	Executive	IR6217	People Services	Active	Staff: Career		

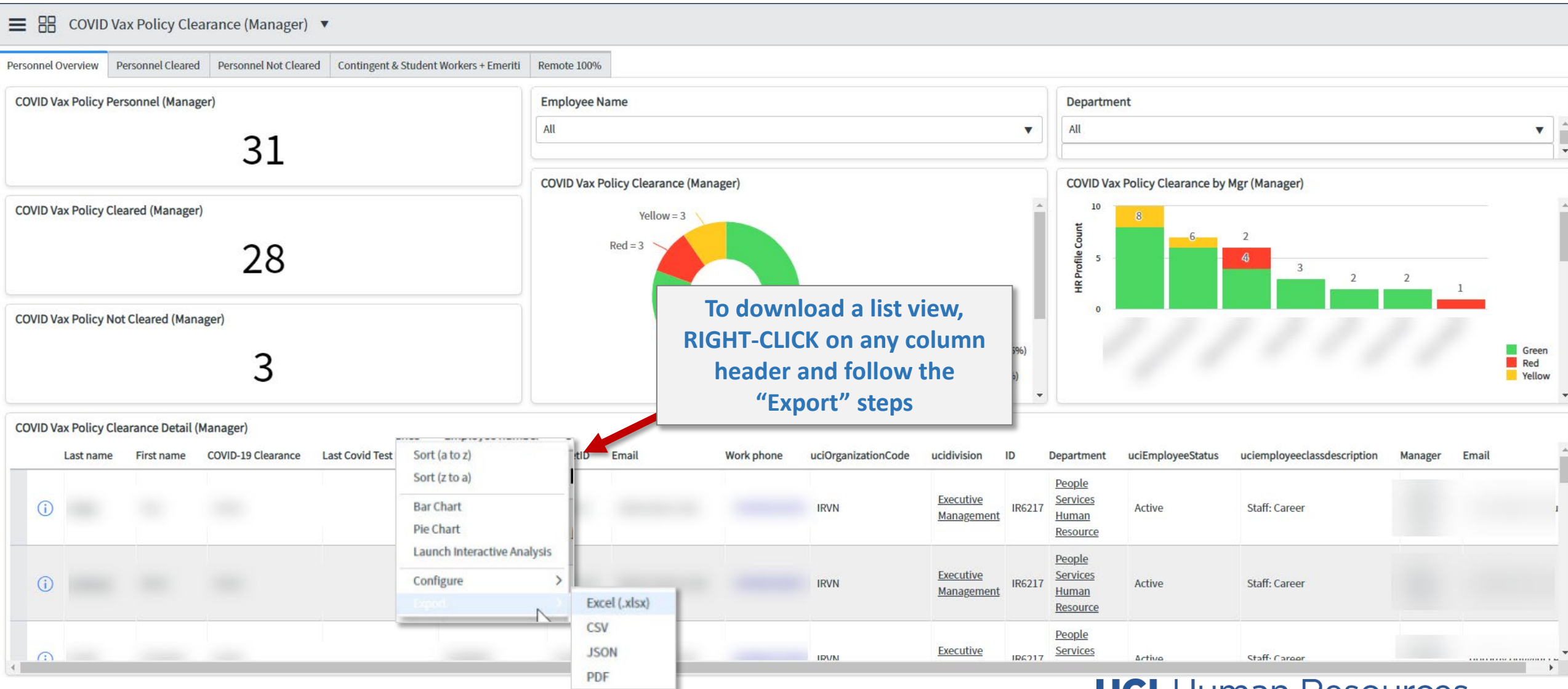
Personnel Dashboard Overview



Personnel Dashboard Overview



Personnel Dashboard Overview



Pre-Filtered Status Lists

Policy Covered Employees: Pre-filtered lists of all cleared or not cleared to be on site personnel

COVID Vax Policy Clearance (Manager) ▼

Personnel Overview Personnel Cleared Personnel Not Cleared Contingent & Student Workers + Emeriti Remote 100%

COVID Vax Policy Cleared (Manager) 28

Employee Name All

Department All

COVID Vax Policy Cleared (Manager)

	Last name	First name	COVID-19 Clearance	Employee number	UCInetID	Email	Work phone	Location Code	Location Code Description	uciOrganizationCode	ID	ucidivision	Department	uciEmployeeStatus	uciemployeeclassdescription	Manager
			Green					C-9925	111 Theory	IRVN	IR6217	Executive Management	People Services Human Resource	Active	Staff: Career	
			Green					C-9925	111 Theory	IRVN	IR6217	Executive Management	People Services Human Resource	Active	Staff: Career	
			Green					C-9925	111 Theory	IRVN	IR6217	Executive Management	People Services Human Resource	Active	Staff: Career	
			Green					C-9925	111 Theory	IRVN	IR6217	Executive Management	People Services Human Resource	Active	Staff: Career	

Pre-Filtered Status Lists

Non-Policy Covered Employees: Pre-filtered lists:

- Contingent Workers, Student Workers and Emeriti
- Remote 100%

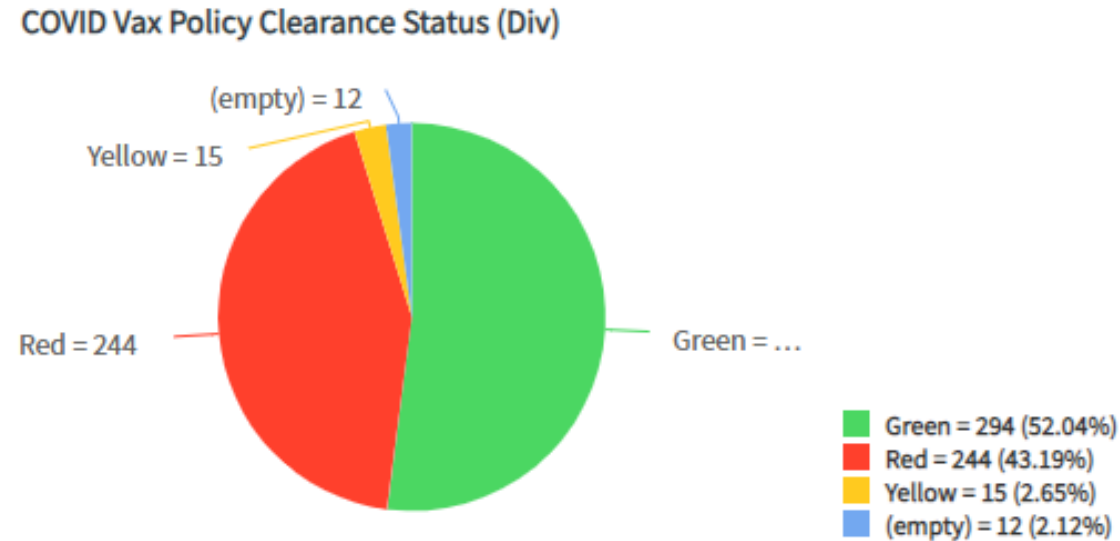
COVID Vax Policy Clearance (Manager) ▾

Personnel Overview Personnel Cleared Personnel Not Cleared **Contingent & Student Workers + Emeriti** Remote 100%

COVID Vax Policy Clearance Detail - Contingent & Student Workers + Emeriti (Manager)

	Last name	First name	COVID-19 Clearance	Last Covid Test Date	Employee number	UCInetID	Email	Work phone	Location Code	Location Code Description	uciOrganizationCode	ucidivision	ID	Department	uciEmployeeStatus	uciemployeeclasses
i			Yellow						C-9925	111 Theory	IRVN	Executive Management	IR6217	People Services Human Resource	Active	Staff: Contingent W
i			Green	11-16-2020					C-9925	111 Theory	IRVN	Executive Management	IR6217	People Services Human Resource	Active	Student: Casual/Res
i			Yellow						C-9925	111 Theory	IRVN	Executive Management	IR6217	People Services Human Resource	Active	Staff: Contingent W
i			Yellow						C-9925	111 Theory	IRVN	Executive Management	IR6217	People Services Human Resource	Active	Staff: Contingent W

Clearance Color Key



Green = Fully compliant; **cleared for on site with masking**

Yellow = Pending Vaccination and Exception Requests, Approved Exceptions, Vaccinations in Process (1 of 2 dose MFGs), New Hire date within 8 weeks if no vaccination/exception documentation submitted; **cleared for on site with masking + weekly asymptomatic testing required**

Red = Not compliant or Denied Exception Request; **masking + weekly asymptomatic testing required**

Blue = Data anomalies; check with local payroll processors to see how employee is entered in UCPath



UC COVID-19 Non-Compliance

Caution: Medical Information



Do not ask employees if they have been vaccinated or share vaccination status with other employees (including cleared/not cleared status)

- Vaccination status is medical information
- It is a violation of privacy laws to share private health information with others
 - The only exception to this is in UCI Health, where vaccination status is required to be displayed due to patient safety protocols.
- Encourage employee to focus on what they can do to protect themselves
 - E.g., wearing face coverings even if vaccinated, frequent hand washing, keeping distance, etc.
- For questions about vaccinations or medical documentation, refer them to **Contact Tracing & Vaccine Navigation Services (CTVNS)** 949.824.2300 or contacttracing@uci.edu

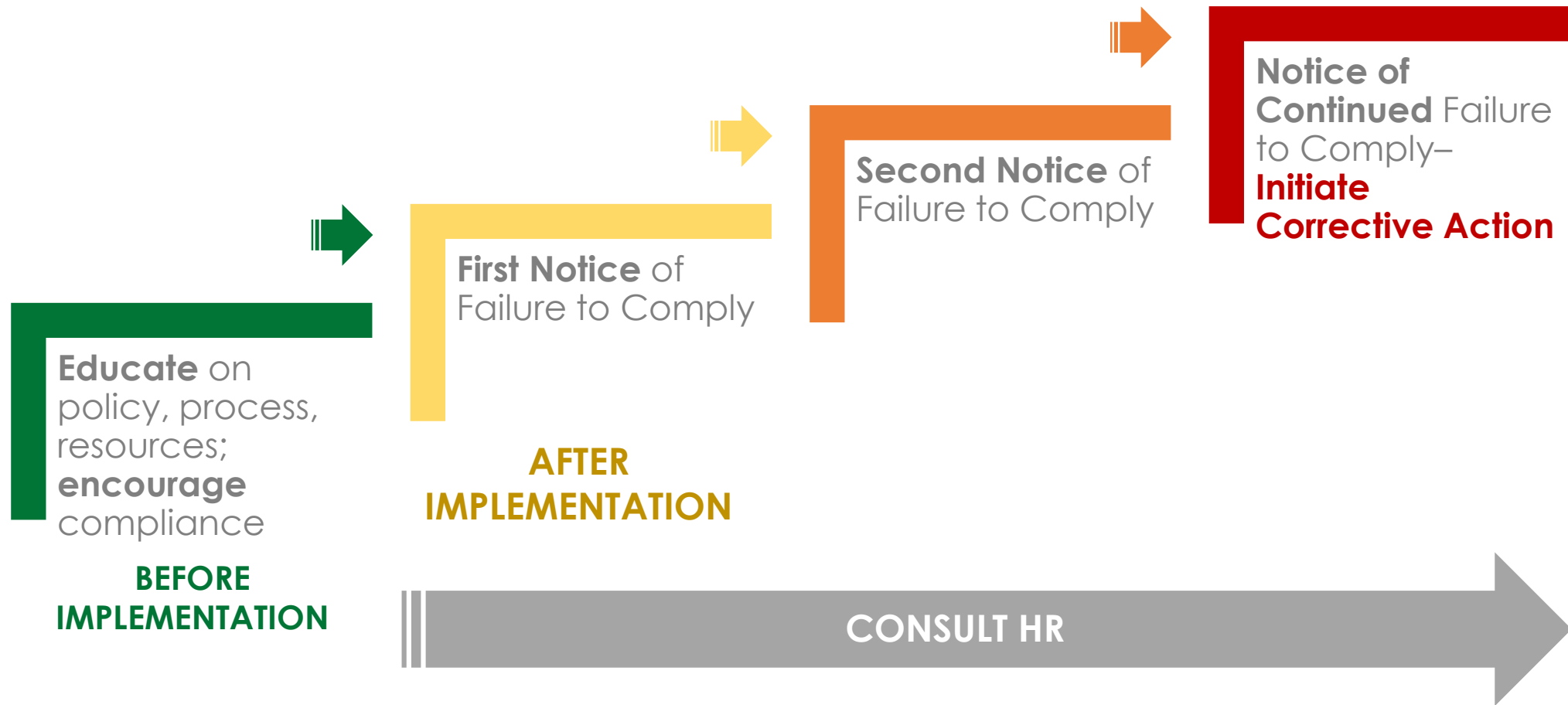
Non-Compliance with Vaccination Program



Non-compliance includes:

1. Failure to provide proof of full vaccination
2. Failure to request an exception or deferral
3. Denied an exception and then failure to provide proof of full vaccination
4. Failure to follow Non-Pharmaceutical Interventions (NPIs), e.g., masking and weekly testing, when required

Addressing Policy Non-Compliance



Addressing NPI Non-Compliance



- During the pendency of the exception process and after certain exceptions are granted, employees will be required to comply with various non-pharmaceutical interventions (NPIs)
 - Wearing a mask
 - Weekly asymptomatic testing (once per week for campus and twice per week for Health)
 - Complete the Working Well Daily Symptom Check (Campus employees)
 - Complete COVID-19 Staff Screening at employee entrances (UCI Health employees)
- Failure to observe NPIs has serious health and safety consequences and should not be tolerated
- Failure to comply with any required NPI will trigger the start of progressive discipline...**Consult HR**

A man and a woman are sitting at a wooden desk in an office, high-fiving each other. The man is on the left, wearing a light blue shirt, and the woman is on the right, wearing a dark blazer over a white shirt. They are both smiling. On the desk, there is a laptop, a glass of water, a pen holder with pens, and some papers. In the background, there is a brick wall and a window with a view of greenery. A semi-transparent white box is overlaid on the image, containing the text "Questions and Answers".

Questions and Answers