Supervisor’s Guide to Vaccination Program Dashboard And Compliance

August 20, 2021
This webinar will be recorded

UCI Human Resources
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

*This session covers staff employees; refer to Academic Personnel for assistance with academic employees.
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
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 (Manager Dashboard):

https://uci.service-now.com/$pa_dashboard.do?sysparm_dashboard=dd864c731bd930106bd62f42b24bcbdf&sysparm_tab=0b9680b31bd930106bd62f42b24bcb23&sysparm_cancellable=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)
- 31
- 28
- 3

COVID Vax Policy Clearance by Mgr (Manager)
- Green = 25 (80.68%)
- Red = 3 (9.68%)
- Yellow = 3 (9.68%)

COVID Vax Policy Clearance Detail (Manager)

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>COVID-19 Clearance</th>
<th>Last Covid Test Date</th>
<th>Employee number</th>
<th>UCindex</th>
<th>Email</th>
<th>Work phone</th>
<th>ucOrganizationCode</th>
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<th>ID</th>
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Click on a pie piece to dynamically filter all the charts and lists by that selection.
Personnel Dashboard Overview

Search/filter by an employee or Department

UCI Human Resources
To download a list view, RIGHT-CLICK on any column header and follow the “Export” steps.

<table>
<thead>
<tr>
<th>COVID Vax Policy Personnel (Manager)</th>
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<tr>
<td>COVID Vax Policy Cleared (Manager)</td>
<td>28</td>
</tr>
<tr>
<td>COVID Vax Policy Not Cleared (Manager)</td>
<td>3</td>
</tr>
</tbody>
</table>
### Policy Covered Employees: Pre-filtered lists of all cleared or not cleared to be on site personnel

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<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>COVID-19 Clearance</th>
<th>Employee Number</th>
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<th>Email</th>
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<th>Location Code</th>
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### Pre-Filtered Status Lists

**Non-Policy Covered Employees: Pre-filtered lists:**
- Contingent Workers, Student Workers and Emeriti
- Remote 100%

#### COVID Vax Policy Clearance (Manager)

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<td>People Services Human Resource</td>
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UCI Human Resources
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

**Educate**
- on policy, process, resources;
- encourage compliance

**First Notice of Failure to Comply**

**Second Notice of Failure to Comply**

**Notice of Continued Failure to Comply**
- Initiate Corrective Action

**BEFORE IMPLEMENTATION**
- Consult HR

**AFTER IMPLEMENTATION**
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
Questions and Answers