



Dear Colleague,

We are grateful to those who have participated in completing the COVID-19 Vaccination Attestation Form over the last six months. Our faculty and staff's current vaccination rate is exceptional at 97 percent. We appreciate your continued understanding and flexibility as we respond to the evolving pandemic and our need to keep our beloved community safe.

In alignment with current federal OSHA guidance, the university requires proof of vaccination for all current employees who have stated that they are fully vaccinated. This includes employees who work remotely. Remote work arrangements are at the discretion of an employee's manager or supervisor. Proof of vaccination must be uploaded in Workday by Feb. 8 using [these instructions](#). All submitted information is confidential and managed under the university's data security systems.

Effective Feb. 9, current federal OSHA guidance will require USF employees who are working on campus and are not vaccinated or have not uploaded proof of vaccination to submit a weekly test result. Further details about the testing protocol will be sent later this month.

As communicated in the [Jan. 5 announcement](#) from the COVID Management Team, faculty and staff, except those who have an exemption approved by Human Resources, are now required to be fully vaccinated by May 31, including boosters when eligible. This includes employees working remotely. We recognize that the decision to be vaccinated can be complex and have therefore set the May due date to provide community members enough time to get vaccinated, obtain a booster when eligible, or initiate a request for an exemption.

Exemptions to the vaccine requirement will be considered for individuals with medical conditions that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated. To initiate this interactive process, please contact leaves@usfca.edu. Please note that exemptions and this vaccine policy may be subject to change.

If you have any questions regarding the vaccine requirement, please contact humanresources@usfca.edu. Thank you for your continued cooperation.

Regards,

Diane Nelson
Assistant Vice President
Office of Human Resources

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