Vaccination Verification

Dear CUSD employees:

As you are aware, the California Department of Public Health is now requiring all school employees in California to be fully vaccinated against COVID-19 or undergo regular COVID-19 testing (weekly). We are excited to announce that Human Resource Services and TIS have launched a new MyCUSD Vaccine Verification System.

The first step in the process is to access the MYCUSD system and submit your vaccination status and supporting record of vaccination. **All employees must submit their information to this system regardless of vaccination status.** Employees have the option to choose either "I am fully vaccinated with the COVID-19 vaccine" or "I am NOT fully vaccinated with the COVID-19 vaccine, or I choose not to disclose my status".

Employees that are not fully vaccinated will be required to test weekly. A separate email in regards to testing will go out weekly for those employees who do not meet the definition of fully vaccinated.

Managers/Site Admin will only be able to see if an employee has completed the process (completion status); they will not be able to view if an employee is vaccinated or not. Only designated HR employees will have access to vaccination records.

Below are instructions on how to access your MyCUSD account in the event you do not know how to do so.

- Log on to MYCUSD at https://mycusd.capousd.org/
- Enter your username and password. The first part of your CAPO USD email is your username. You do <u>NOT</u> need the @capousd.org.
  - If needed, you may reset your password under the PASSWORD RECOVERY SETUP link on MYCUSD (right side of page) or visit: https://capousd-ca.schoolloop.com/pf4/cms2/view_page?d=x&group_id=1514016268920&vdid=i10b1qopu3mp
- Once logged in, click My Links on the top LEFT side of the page
- This will prompt you to login in again, using the same user name and password you used on the step above
- Click Vaccination Status (left side, under employee data) and upload your verification

If you do not have a copy of your vaccination record, please see below:

- All individuals who are vaccinated with a COVID-19 vaccine should receive a paper DHHS CDC COVID-19 Vaccination Record Card.

- Request your digital record at myvaccinerecord.cdph.ca.gov for all COVID-19 vaccinations administered in California with State distributed vaccine and for vaccines

administered as part of the federal pharmacies, dialysis center, and federally qualified health center programs. To get your Digital COVID-19 Vaccine Record, your mobile phone number or email address must be included with your record in the [California Immunization Registry](#) (CAIR). Make sure your provider has that information and submits it to the registry. If you aren't able to access your record, follow the [troubleshooting tips](#).

- Individuals vaccinated through a healthcare provider can also request copies of their records from the healthcare provider.

- Individuals who received their vaccine at a federal facility (Department of Defense, Indian Health Services, or Veterans Affairs) will need to request a vaccine record from those facilities directly; the information is not submitted to or documented in California Immunization Registry (CAIR).

> *****Fully-vaccinated is defined as the employee who has received the second dose in a two-dose vaccine, or one dose of a one-dose vaccine, and two weeks have passed since the last dose. Employees who are partially vaccinated are considered unvaccinated and will be subject to weekly testing until they are FULLY vaccinated.

> *****Employees for whom vaccine status is unknown or documentation is not provided, are considered unvaccinated.

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Types of Acceptable Vaccination Records

Pursuant to the CDPH Guidance for Vaccine Records Guidelines & Standards, only the following modes may be used as proof of vaccination:

- COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered)
- A photo of a Vaccination Record Card as a separate document
- A photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
- Documentation of COVID-19 vaccination from a health care provider, which must include, full name, DOB, dates of vaccination, type of vaccination and health care provider's information.
- Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type
- Documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.
- In the absence of knowledge to the contrary, a school may accept the documentation presented as valid.