

Los Rios Community College District (LRCCD)

New Employee COVID-19 Vaccination Requirement and Process

Welcome to the District –

As you may have been made aware, all new hires must be fully vaccinated or receive an approved medical or religious exemption within forty-five (45) calendar days of hire. Within seven (7) calendar days, all new hires must show proof they have received the first dose of a two-dose vaccine, or one dose of a one-dose vaccine, or will apply for a medical or religious exemption.

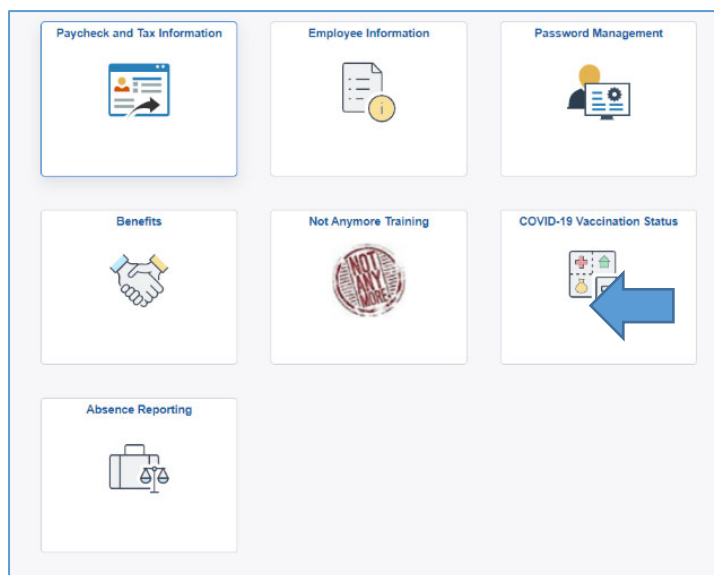
Employee Documentation Upload Requirement:

Once you have access to the Employee Self Service (ESS) portal, you will be required to upload your proof of vaccination, or request a medical or religious exemption following the instructions available on the ESS portal. Please be aware that requesting an exemption is not immediate, so we encourage you to make your request as soon as you have ESS access so as not to delay your start date.

Accessing ESS:

Once Human Resources receives and processes your hiring paperwork, you will be able to look up your Employee ID number, create a password, and then upload your vaccination information or request an exemption using the COVID-19 Vaccination Status tile on the ESS home page.

For more information on your access to ESS, please refer to the [Employee Self-Service information form \(p-195\)](#)*.



For complete information on the COVID-19 Vaccination Requirement and processes, please visit the [COVID Vaccine Requirements informational](#) page**. This site includes up-to-date information including:

- LRCCD COVID-19 Vaccination Requirement Operational Protocol
- How to Submit Vaccine Documentation
- Allowable Exemptions
- FAQ's on Vaccine Requirements

* (<https://employees.losrios.edu/lrccd/employee/doc/hr/forms/p-195.pdf>)

** (<https://losrios.edu/campus-life/covid-19-updates/covid-19-vaccination-requirement>)