How to Request a Medical or Disability Exemption the COVID-19 Vaccination Policy

1. Go to [https://doyourpart.ucmerced.edu/academic-personnel-and-staff](https://doyourpart.ucmerced.edu/academic-personnel-and-staff). Click “Employee Request for Medical Exemption”.

   **Submit COVID-19 Vaccination Proof or Exemption**

   Use one of the buttons below to either upload your COVID-19 vaccination card, request a COVID-19 vaccination medical exemption, or request a COVID-19 vaccination religious accommodation.

   - [Employee Portal to Submit Proof of Vaccination](https://doyourpart.ucmerced.edu/academic-personnel-and-staff)
   - [Employee Request for Medical Exemption](https://doyourpart.ucmerced.edu/academic-personnel-and-staff)
   - [Employee Request for Religious Accommodation](https://doyourpart.ucmerced.edu/academic-personnel-and-staff)

   **Need Help Submitting Proof or Requesting Exemption?**

   - [How to Upload Your COVID-19 Vaccination Proof on Mobile](https://doyourpart.ucmerced.edu/academic-personnel-and-staff)
   - [How to Confirm a Successful Upload on Mobile](https://doyourpart.ucmerced.edu/academic-personnel-and-staff)
   - [How to Upload Your COVID-19 Vaccination Proof on Desktop](https://doyourpart.ucmerced.edu/academic-personnel-and-staff)
   - [How to Request Religious Accommodation (Desktop only)](https://doyourpart.ucmerced.edu/academic-personnel-and-staff)
   - [How to Cancel Your Religious Accommodation Request (Desktop Only)](https://doyourpart.ucmerced.edu/academic-personnel-and-staff)

   Documents must be received at least two weeks prior to your return to campus. For example, if you plan to return to campus at the start of the Fall semester on August 18, your submission is required by August 4.

2. You will be taken to the Risk Services website, specifically [https://risk.ucmerced.edu/covid-19-medical-exemption](https://risk.ucmerced.edu/covid-19-medical-exemption). From there click the “Medical Exemption form” link.

   **Risk Services**

   - [COVID-19 Vaccine Medical Exemption Requests](https://risk.ucmerced.edu/covid-19-medical-exemption)
     - [Medical Exemption form](https://risk.ucmerced.edu/covid-19-medical-exemption)

   For questions regarding your COVID-19 Vaccine Medical Exemption, please email covidresponsect@ucmerced.edu
3. Print the PDF and have your Health Care Provider fill out the entire form and return it to you.

4. After you have your completed form in hand, scan it or take a picture of it to be uploaded into the Work Health Solutions portal [https://webchartnow.com/mobilemed/webchart.cgi](https://webchartnow.com/mobilemed/webchart.cgi). Log in by clicking “UC Merced Login” and using UC Merced DUO Single-Sign-On.
5. Once logged in, click the “UC Exemption Request Form” link, as seen below.

6. Read the entire form, fill it out completely, upload your Medical Exemption form that your Health Care Provider completed, sign the form, and submit it.
7. Once your Medical/Disability Exemption is approved, you must now follow up with the next steps in completing your declination of the COVID-19 vaccine, including responding to a separate email from Work Health Solutions and complying with UC Merced’s non-pharmaceutical mitigation measures for unvaccinated individuals, which can be found [here](#).

8. When you receive the email from Work Health Solutions (screenshot below), it will guide you to login to the portal [https://webchartnow.com/mobilemed/webchart.cgi](https://webchartnow.com/mobilemed/webchart.cgi) again, to submit your official COVID-19 vaccine declination.

   ****This message is sent from an un-monitored mailbox, therefore please do not reply to this message****

   **Reminder to Review Notifications**

   TO: Jessica Duffy

   You have activities available for you to take advantage of.

   [Click here to visit the patient Portal to complete these activities.](#)

   The following questionnaire(s) are due:

   - UC Merced Declination of COVID-19 Vaccination - Due: 00-00-0000

   If you have any additional questions regarding this notification, please contact Work Health Solutions.

   We thank you for your cooperation.

   (000) 000-0000

   CONFIDENTIALITY NOTICE: This E-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of this E-mail or any attachment is prohibited. If you have received this E-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system. Thank you.

9. Log in to the portal again via the UC Merced Login button and UC Merced Single Sign On.
10. Once logged in, check your notifications.

11. Click “begin” on the UC Merced Declination of COVID-19 Vaccination.
12. Read the form and fill in the corresponding fields, and then click Submit.

You’re done! Thank you