How to Request a Religious Accommodation to the COVID-19 Vaccination Policy

Desktop Only (will not work on Mobile Browsers)

1. Go to [https://doyourpart.ucmerced.edu/academic-personnel-and-staff](https://doyourpart.ucmerced.edu/academic-personnel-and-staff)

2. Click “Employee Request for Religious Accommodation”, which will open a new window and take you to the typical single-sign-on screen.

3. After signing in, you will see the religious accommodation request form.
4. The Employee Information and Active Appointments sections will be automatically filled. All other required and optional fields must be completed by you. The picture below indicates the required items.

5. Click “Submit” and you will receive an email confirming your request, as shown below.
6. Once your request is approved or rejected, you will receive another email with an attachment, as shown below. Please keep this email and the attachment for your records.

7. As the email states, 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. To cancel your religious accommodation request, see the “How To Cancel Your Religious Accommodation Request” resource.

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 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 Vaccine - 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 by clicking “UC Merced Login” and using UC Merced DUO 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