

Dear HESD Staff

On August 11, 2021, CDPH announced a new public health order requiring all school employees in public and private K-12 schools (excluding child care and higher education institutions) to verify vaccination status of all employees, or test on a weekly basis, as a means to prevent the further spread of COVID-19 and align with the state's commitment to safe, in-person instruction.

Employees who are not fully vaccinated, or for whom vaccine status is unknown or documentation is not provided, must be considered **unvaccinated**. Asymptomatic unvaccinated or incompletely vaccinated employees are required to undergo weekly diagnostic screening testing.

The HESD Human Resources Department has developed a process to verify staff member vaccination status for vaccinated employees and to record test results for unvaccinated staff members who will be required to test on a weekly basis.

Vaccinated Employees: Complete the [HESD Vaccination Verification Survey](#) and submit proof of your vaccination in one of the following ways before **SEPTEMBER 3, 2021**:

1. Upload at the conclusion of the survey
2. Email to myhr@hueneme.org
3. Mail to the Human Resources department via inter-district mail or USPS
4. Hand deliver to the HESD District Office

Note: You will need to be signed-in to your HESD Google account in order to upload your proof of vaccination.

Unvaccinated Employees:

Complete the [HESD Vaccination Verification Survey](#) by **SEPTEMBER 3, 2021**. The District will begin to collect weekly COVID Test Results beginning September 20, 2021.

Unvaccinated employees can send their test results to the Human Resources department in the following ways:

1. Email to myhr@hueneme.org
2. Mail to the Human Resources department via inter-district mail or USPS
3. Hand deliver to the HESD District Office

The District is working to secure on-site, COVID-19 rapid testing. In the meantime, unvaccinated employees will be required to test on their personal time.

If you have any questions, please feel free to send them my way.

Sincerely,
Carlos