

Dear HESD Staff

Thanks to all staff who have already completed the [HESD Vaccination Verification Survey](#). We have well over half of our staff who have responded to the survey...awesome!! For those who have not yet completed the survey, the deadline for **ALL** HESD staff is Friday, SEPTEMBER 3, 2021.

As a reminder, 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.

**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. You will need to be signed-in to your HESD Google account in order to upload your proof of vaccination.
2. Email to [myhr@hueneme.org](mailto:myhr@hueneme.org)
3. Mail to the Human Resources department via inter-district mail or USPS
4. Hand deliver to the HESD District Office

*\*\*When you complete the survey AND upload your proof of vaccination, you do not need to also email the proof to [myhr@hueneme.org](mailto:myhr@hueneme.org).*

**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.

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

Sincerely,

Carlos