Managers/Supervisors: Please share this email with DFA campus temporary and contract employees. For those who do not have regular access to emails/laptops/PCs, please print and share this email accordingly.

Dear DFA employees,

As a reminder, all campus employees must submit either an attestation that they received the 2023-24 flu shot and the updated COVID-19 vaccine or a declination that they are opting out of one or both vaccines by today (December 1, 2023). While no documents need to be uploaded, employees must affirm or decline through the Occupational Health portal.

Additional information about the vaccination policy is available online.

Thank you for your prompt attention to this matter.

Sincerely,

Mary Lou D. Ortiz
Chief Financial Officer
Vice Chancellor, Finance and Administration