



## Employee's Guide to COVID-19 Vaccine Medical Exemption Process

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### Requesting a Medical Exemption to the COVID-19 Vaccine Requirement

Cal Poly Pomona Foundation, Inc. (CPPF) has established procedures for use by employees who wish to request a medical exemption to the COVID-19 Vaccine Requirement.

### Employees

To request an exemption to the COVID-19 vaccine requirement, you must:

1. Submit the following **two forms** to FDN Human Resources:
  - A. **Reasonable Accommodation Request Form.** This form can be found on the Foundation Employment Services webpage under BENEFITS/Additional Benefits and Services button. Your request can be submitted via email to [fdnhr@cpp.edu](mailto:fdnhr@cpp.edu). You must complete this form to ensure that all necessary information such as the following is provided:
    - The type of accommodation requested and
    - An explanation of the physical limitation for which the accommodation is needed

Note: You are **not** required to disclose your disability (diagnosis), only your limitations/restrictions.

- B. **Vaccine Exemption Request Form.** This form can be found on the Foundation Employment Services webpage under BENEFITS/Additional Benefits and Services button. Your physician/medical provider must complete this form. Employees can submit their completed Vaccine Exemption Request form via email to [fdnhr@cpp.edu](mailto:fdnhr@cpp.edu). It provides the certification that you cannot receive a COVID-19 vaccination because of a medical contraindication, including its anticipated duration (e.g., whether it is a temporary or a permanent contraindication). If temporary, the anticipated date that your contraindication will end must be provided.

If alternative or additional medical documentation is provided, the documentation must be dated and written on official letterhead. The treating health care professional must be identified (e.g., M.D., D.O., D.C.) and the documentation must be signed by the treating health care professional. **Note:** The Vaccine Exemption Request form and any other medical documentation should be provided **directly to Foundation Human Resources** where it will be kept in a confidential file.

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The Foundation Human Resources Generalist is responsible for the review and processing of employee requests for COVID-19 Vaccine exemption. For questions about requesting a medical exemption or all other medically related reasonable accommodation requests, please contact Nora Fernandez, Employment Services Manager.

### Nora Fernandez, Employment Services Manager

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