

VCHRP COVID-19 Vaccination Proof Employee User Guide

If you are an employee who is required to provide proof of vaccination (as defined below), you will need to go into VCHRP to submit your supporting documentation. This document will guide you through the process.

Per the "State Public Health Officer Order of July 26, 2021":

Employees who need to provide proof of vaccination status include "all paid and unpaid persons serving in health care, other health care or congregate settings who have the potential for direct or indirect exposure to patients/clients/residents or SARS-CoV-2 airborne aerosols. Workers include, but are not limited to, nurses, nursing assistants, physicians, technicians, therapists, phlebotomists, pharmacists, students and trainees, contractual staff not employed by the health care facility, and persons not directly involved in patient care, but who could be exposed to infectious agents that can be transmitted in the health care setting (e.g., clerical, dietary, environmental services, laundry, security, engineering and facilities management, administrative, billing, and volunteer personnel)."

Per the "State Public Health Officer Order of August 5, 2021":

Employees may be exempt from the vaccination requirements only upon providing a declination form, signed by the employee stating either of the following:


1. The employee is declining vaccination based on Religious Beliefs; OR
2. The employee is excused from receiving any COVID-19 vaccine due to Qualifying Medical Reasons, and must then provide a written statement signed by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician stating that the individual qualifies for the exemption (but the statement should not describe the underlying medical condition or disability) and indicating the probable duration of the employee's inability to receive the vaccine (or if the duration is unknown or permanent, so indicate).

Please note: If you provide documentation that you are unable to get the vaccine due to religious or health reasons, you will still be defined as unvaccinated and therefore will be required to do weekly testing.

Login to VCHRP – <https://vchrp.co.ventura.ca.us>

Navigation: Employee Self Service Home Page > Personal Details Tile > COVID-19 Vaccination Status

1) Click the [Upload Vaccination/Exemption Proof](#) button.

2) Click the  button, select the documentation that you want to upload, and click the "Open" button.

3) Click the [Upload](#) button, and then click [Done](#).

4) You can now view the document you uploaded by clicking on the "View Vaccination Proof" link. Please note: If you are accessing the system from outside the County network, you will not see this link. 'Subject To Review' will be shown on this page until HR approves/denies the uploaded documentation. Once HR approves/denies your uploaded documentation, "Approved"/ "Denied" will display in this space.