



Division of Finance and Administration

A message from Chief Financial Officer & Vice Chancellor
Mary Lou D. Ortiz



**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

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