



Dear CSUSM Employees,

We hope this message continues to find you safe and healthy as we begin the spring semester. With news of the COVID-19 vaccines beginning to roll out, we know you may have many questions. While information is continually evolving, we want to share what we know today.

As of this time, the County of San Diego has opened several vaccination sites around our region and is currently hosting COVID-19 vaccination events for individuals identified under the [County's tiered vaccination plan](#). Vaccinations are currently available to those in Phase IA tiers and those age 65 and older.

The County of San Diego has announced that it will soon (likely in the next few weeks) be providing COVID-19 vaccinations for individuals in [Phase IB](#)—the tier that includes those at risk of exposure in the education and childcare sector.

Although we don't know the exact timeframe, in preparation for Phase IB opening, we wanted to make sure you have the correct documentation to establish eligibility requirements to receive the COVID-19 vaccination. We anticipate you will likely need one of the following forms of documentation:

- A physical or digital employee ID card;
- A signed employment verification letter from CSUSM AND a government issued photo ID;
- A recent CSUSM paystub AND a government issued photo ID.

In the next few days, you will receive an email from the Office of Human Resources with a signed employment verification letter. In addition, you can access an electronic version of your ID card via the [CSUSM app](#) (simply click the "View ID" tab at the top of the home screen).

Alternatively, you may also access your paystub online through PeopleSoft self-service. After logging into PeopleSoft, select "My HR Resources" to access the menu which includes Absence Reporting. "View My Paycheck" is located at the bottom of the menu. Your most recent paystub will automatically load on your screen.

For CSUSM Corporation Employees, you may access your paystub by logging into ADP, selecting "Pay," then "Pay Statements" then "View Statement."

While the COVID-19 vaccine is not mandatory, when you are eligible for the vaccine, we highly encourage all our employees to participate for the health and safety of all. For information about the vaccine, please visit:

- [CDC Vaccinations Webpage](#)
- [National Institute of Health \(NIH\)](#)
- [World Health Organization \(WHO\)](#)

Appointment information is available on the [San Diego County Coronavirus website](#), which will be updated as the County progresses through the tiers.

Possible County of San Diego Vaccination Site Coming to CSUSM

We are also pleased to share that we are actively working with the County of San Diego and regional health system partners to set up a vaccination site on our campus. Details are still being worked out and we will share more information as we have it. Please keep in mind that this potential site will be a County vaccination center, not a CSUSM vaccination center, and will follow the County's established phases/tiers.

Moving forward, we will share further updates as more information is available. Please continue to check [CSUSM As One](#) and the [County of San Diego's website](#) for updates. Riverside County residents please see [Riverside County's Public Health website](#) and for Orange County residents please see [Orange County's Public Health's website](#).

Thank you for your ongoing understanding as we strive to provide accurate and timely information in a time of constant fluctuation. If you have questions or comments, please email COVID@csusm.edu.

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