

Procedures for Submitting Employee Proof of Test and Vaccination
Updated January 12, 2022

COVID-19 Test Results

Employees who have tested positive for COVID-19 and/or are in quarantine because of a close contact exposure must take an Antigen test on day five (5) or later of their quarantine to determine if they can return to work.

- a. Only Antigen tests administered by a medical professional will be accepted at this time.
- b. Test results must include the employees name, date of birth, test date, and testing facility information.
- c. Employees must email a copy of the Antigen test results to HRAdministration@cerritos.edu.

Human Resources will review all submitted test results and determine when an employee is eligible to return to work. Human Resources will communicate this information to the employee and their manager.

Proof of Vaccination and Booster

Employees should upload proof of their updated vaccination cards and/or proof of booster when applicable. While boosters are not required by the District at this time, uploading proof of booster helps streamline the contact tracing process when determining whether employees need to quarantine after exposure.

To upload proof of vaccination/booster in the Optimum HQ Portal:

1. Sign into the [Cerritos Campus Portal](#)
2. Select the “COVID19 Employee Pre-Screen”
3. Sign into the Optimum HQ Portal
4. Select the type of proof you wish to upload:

