

**HFD INFECTION CONTROL  
IMMUNIZATIONS REQUIREMENTS INSTRUCTIONS**

- Read all of the provided information **IN DETAIL**. Failure to do so could cost you your chance at this job.
  
- DO YOU HAVE QUESTIONS?
  - **EMAIL** Infection Control at [hfdinfectioncontrol@houston.tx.gov](mailto:hfdinfectioncontrol@houston.tx.gov). Include your question, your name, your rank, and your contact number. **EMAIL IS THE BEST WAY TO GET IN TOUCH WITH US**. You will receive a response within 3 business days. Emails without the required information will not receive a response.
  - **CALL** Infection Control at 832-394-6802 and **LEAVE A MESSAGE** with your question, your name, your rank, your contact number, and your email address spelled out. You will receive a response within 3 business days. Voicemails without the required information will not receive a response.
  
- WHERE YOU CAN FIND YOUR RECORDS
  - Pediatric Records
  - Military Records
  - Nursing/EMT/Paramedic Program Records
  - Health Care Job Records
  
- SUBMITTING YOUR RECORDS
  - Do not submit any records to your recruiter. We do not accept applicant records from recruiting.
  - Submit your records ASAP, even if they are incomplete.
  - **EMAIL** your records to Infection Control at [hfdinfectioncontrol@houston.tx.gov](mailto:hfdinfectioncontrol@houston.tx.gov). A COMPLETED COVER SHEET IS REQUIRED FOR EMAIL SUBMISSIONS. Any records received without a completed cover sheet will be deleted. **EMAIL IS THE BEST WAY TO GET IN TOUCH WITH US**. You will receive a response within 3 business days. Emails without the required cover sheet will not receive a response.
  
- If you do not receive a response from Infection Control by the expected response time outlined in each step above, **YOU NEED TO FOLLOW-UP**.
  - Send an email to [hfdinfectioncontrol@houston.tx.gov](mailto:hfdinfectioncontrol@houston.tx.gov) . Include your name, rank, contact number, and a detailed description of what you need follow-up on, and the date you first emailed or called. Emails missing any of this information will not receive a response.
  - If you are attaching records you MUST include a COMPLETED COVER SHEET or you will not receive a response.
  - Please put NO RESPONSE RECEIVED in the subject line so that we can make it a priority.
  - **DO NOT** send a NO RESPONSE RECEIVED email unless it is past the expected response time listed above. Any NO RESPONSE RECEIVED email sent before the expected response time lapses will not receive a response.
  
- COMPLETING NEEDED IMMUNIZATIONS/TESTING
  - If the Infection Control office gives you instructions on how to complete your immunizations/testing by the deadline DO NOT alter this schedule without consulting with Infection Control, even if a doctor or nurse or pharmacist tells you to do it differently. Any schedule provided by Infection Control is CDC approved, AND will ensure that you meet your deadline. Failing to follow a schedule given to you by Infection Control could cost you your chance at this job.