To: All staff and salaried physicians

From: Christie Ruff, Regional Manager Employee Health, Wellness and Safety

Date: April 5, 2022

Re: <u>**Submit Proof of Booster Dose of a COVID-19 Vaccine**</u>

We are pleased to inform you that we have implemented a **NEW** <u>online</u> system for you to upload proof of your third (booster) dose of a COVID-19 vaccine to our Employee Health database.

MYTH: If you received your booster dose in the community with Public Heath or with a pharmacy, we have a record of it in our Employee Health database. **MYTH BUSTED:** We do **NOT** have a record of it in our database.

TRUTH: If you received your booster dose from an Employee Health clinic, we **DO** have a record of it in our Employee Health database.

We would like to update our database <u>as soon as possible</u>, to ensure we reflect your up to date COVID-19 vaccination status. It will be your individual responsibility to provide this information to Employee Health through our new online system.

If you have already provided proof of your booster dose to Employee Health, there is no need to resubmit. Additional communication will follow for fee-for-service physicians.

You will need:
- Your employee number
- Date of your third dose
- Type of COVID-19 booster vaccination received
- A PDF or image file showing your proof of third dose

The platform is accessible on a computer or smartphone, and at home or at your workplace.

Click here to go to our form online or scan the QR code in this memo. If you are experiencing trouble completing the form or uploading your proof of COVID-19 vaccination for your third dose, our Library Services team have agreed to be an additional support to our employees and physicians. If you have a library at your facility, please drop by for assistance. THANK YOU, Library Services!

More information and guidance for employees who have yet to receive their third dose will be provided soon.

Please print and post for all staff and physicians.

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