

To: All employees and salaried physicians
From: Christie Ruff, Regional Director Employee Health, Wellness and Safety
Date: June 28, 2022
Re: Proof of COVID-19 Vaccination – Booster Dose

[Employee Health form updated to accept proof of ALL booster doses of COVID-19](#)

We have updated our form to accept all COVID-19 booster dose(s). Each dose needs to be submitted as a single entry.

You can use a computer or your phone to submit your proof of a COVID-19 booster dose. For assistance in completing, see steps below **OR** contact Employee Health office **OR** Library services.

➔ Click [here](#) for the form to submit your proof of vaccination, or the QR code on the right

Step ONE: Look up your name by clicking on “employee lookup” and entering your **employee number** and **date of birth**.

Employee Lookup
Employee Lookup
Employee First Name:
Employee Last Name:
Department:



Step TWO: Select the COVID-19 vaccine that you received.

- COVID-19 Vaccination:
- COVID-19 Vaccination-mRNA Booster (Pfizer/Mo)
 - COVID-19 Vaccination-Astrazeneca Booster
 - COVID-19 Vaccination-Johnson & Johnson Booster

Step THREE: Enter the date of your vaccine dose.

Date of Vaccination
yyyy/mm/dd Today ...

Step FOUR: Choose your file (png, pdf,gif, jpg) then click **Upload**

'Choose File' to retrieve your Proof of COVID-19 vaccine then click on the 'Upload' button.

Choose File No file chosen Upload

Step FIVE: Read and click the attestation.

Attestation

By checking the confirmation box you are confirming that the information provided above is accurate.

Step SIX: Enter today's date, or the date you are submitting the form.

Submission Date:

Step **SEVEN:** Click 'complete form' to submit.



Complete Form

Please note: This form has been approved by privacy office for use and is confidential and secure. The information you submit is only viewed by Employee Health, Wellness and Safety Department.

[Frequently asked questions](#)

- 1. Can I bring my proof of COVID-19 vaccine to Employee Health office if I am unable to upload my proof through the form?**

Yes, you can bring it directly to our office and we will record the proof.

- 2. What if I am returning from leave and have not provided any proof of COVID-19 vaccines?**

Contact Employee Health at **1-833-978-2580** and we will assist you.

- 3. What if I get an error message or the form is not working?**

Ensure you are using Google Chrome or Microsoft Edge as a browser. Internet Explorer will not support this form.