



**VACCINATION DOCUMENTATION PROCESS FOR HOSPITALS AND CLINICS – EMPLOYEES IN
BUDGET UNIT 921/418 AND ALL ENTERPRISE MEDICAL STAFF
UPDATED JANUARY 12, 2022**

Pursuant to: (1) the [State Public Health Officer Order dated December 22, 2021](#); (2) the [Order of the Health Officer of the County of Santa Clara Requiring Up-to-Date COVID-19 Vaccination](#) of Personnel in Higher-Risk Settings dated December 28, 2021; and (3) [Memo Regarding Vaccination Requirement for County Personnel](#) updated January 4, 2022, all County employees in Santa Clara Valley Medical Center – Hospitals and Clinics Budget Unit 921 and Budget Unit 418, and all individuals who are members of, or have clinical privileges granted by, the Enterprise Medical Staff (collectively “Enterprise Staff and Providers”), must comply with the below requirements to document their COVID-19 vaccination status.

A person is “fully vaccinated” when it has been at least two weeks since the person has completed the initial series of a Food and Drug Administration-approved COVID-19 vaccine (usually one or two doses), including by way of an emergency use authorization.

“Up to date” means that an individual is not only “fully vaccinated” but has also obtained any booster doses of a COVID-19 vaccination for which they are eligible as authorized or approved by the federal Food and Drug Administration, within 15 calendar days of becoming eligible.

1. Enterprise Staff and Providers must be fully vaccinated before working onsite at any County facility, and, as of **January 24, 2022** up-to-date on boosters for which they are eligible, subject to limited exceptions as stated in Section C.1 of the [Memo Regarding Vaccination Requirement for County Personnel](#).
2. Even with an approved exemption from the County’s vaccination requirement, Enterprise Staff and Providers who are not fully vaccinated and up-to-date on their boosters by January 24, 2022 may not work in Higher-Risk Settings as defined in the [Order of the Health Officer of the County of Santa Clara Requiring Up-to-Date COVID-19 Vaccination](#), or in other high-risk roles or high-risk areas, as of February 1, 2022. Individuals working in Higher-Risk Settings who have approved religious, medical, or disability exemptions will receive additional information regarding their specific circumstances and should follow the instructions contained therein.
3. All Enterprise Staff and Providers who become eligible for a booster after January 24, 2022 must be up-to-date on their boosters, meaning that they obtain a booster within 15 calendar days of becoming eligible.
4. All vaccination documentation must be uploaded and current in ReadySet or other approved County system before performing work onsite at a County facility. Vaccination documentation must be uploaded as follows:
 - A. **County Employees and Non-Medical Staff Interns and Volunteers in 921/418 Budget Unit**
 - i. Initial vaccination (first and if applicable, second dose) uploaded in ReadySet (See Attachments A and B for instructions).
 - ii. Booster dose, when eligible, uploaded through Docusign email received from SCC Vax Status.



B. Medical Staff Not Employed by County

- i. Initial vaccination (first and if applicable, second dose) uploaded in ReadySet (See Attachments A and B for instructions).
 - ii. Booster dose, when eligible, uploaded in ReadySet. If you received your booster dose from Employee Health, then it should already be documented in ReadySet (please review your account and check for accuracy). Booster documentation can also be provided to the Medical Staff Office for assistance in loading it into ReadySet.
5. Enterprise Staff and Providers who do not comply with COVID-19 vaccination requirements are subject to release or discharge from County employment, and automatic suspension of privileges and medical staff membership from the Enterprise Medical Staff. Any suspension of privileges and medical staff membership is administrative in nature and does not trigger a right to a hearing or a report to the Medical Board or National Practitioner Data Bank in accordance with the Enterprise Medical Staff Bylaws.

DocuSigned by:
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Paul E. Lorenz, Chief Executive Officer

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Yvonne Karanas, President of the Enterprise Medical Staff

Attachment A – Instructions to Set Up and Access ReadySet Account
Attachment B – ReadySet Quick Learning Sheet with Instructions

Approved by Hospital Command Center 8.12.21 (Updated 1.12.22)
Approved by Enterprise Medical Executive Committee 8.13.21 (Updated 1.12.22)



ATTACHMENT A – INSTRUCTIONS TO SET UP AND ACCESS READYSET ACCOUNT

Accessing ReadySet and Uploading Documents - Existing Account (see below for instructions on setting up a new account if you don't already have one)

• **On any internet-enabled computer, open Internet Explorer, Google Chrome, or Firefox and type in the following URL:**
<https://scvmc.readysetsecure.com>

- Enter your User Name and Password

a. If you do not know your Username: i. Click “Forgot Username”
ii. Follow the prompts

b. If you do not know your Password: i. Enter your Username
ii. Click “Forgot Password”
iii. Follow the prompts

ACCESS / ORGANIZATIONAL CODE: 1368

A. Under the My Health tab, Participant logs into their My Health Account

1. Click on the Documents option (left hand menu)
2. Click Upload Document

B. Click the Select a File button on the Document to Upload. Find your file.

1. Enter a Document Name for the file (e.g. COVID -19 BOOSTER DOSE)
2. Select the Document Type by clicking the drop down
3. Enter an Upload Comment if needed
4. Click Upload, You're Done!

TO SET UP A COUNTY READYSET ACCOUNT (IF YOU DON'T ALREADY HAVE ONE):

- Open Internet Explorer / Google Chrome / Firefox and type in the following URL:
<https://scvmc.readysetsecure.com>
- Click the “NEW USER? CLICK HERE TO BEGIN” link.

- **Step 1 of 5**

On the **Register with ReadySet** screen, fill in all fields as directed:

- a. Acces / Org Code: **1368**
- b. Program Type: **New Hire Medical Professional**
- c. Type the code in the box as shown on the screen, then click NEXT

- **Step 2 of 5**



-
- a. First Name
 - b. Last Name
 - c. Date of Birth
 - d. Employee ID:
 - **For County Employees, enter SCC and your date of birth without the slashes, for Example: SCC02051970**
 - **For Non-County Employees, enter your Primary Hospital Location and your date of birth without the slashes, Example: VMC02051970, OCH02051970, or SLRH02051970**
 - e. Social Security Number
 - f. Population Type: select **NEW HIRE**
 - g. Home Address, City, State, ZIP, then click **NEXT**
 - h. Complete the remaining demographics, then click NEXT**
- **Step 3 of 5**
 - a. Confirm your demographic information is correct, then
 - b. Click **NEXT**
 - **Step 4 of 5**
 - a. Create your **USER NAME**
 - b. Create your **PASSWORD**
 - c. Click **NEXT**
 - **Step 5 of 5**
 - a. Select your Security Questions
 - b. Click **FINISH AND LOG ME IN!**



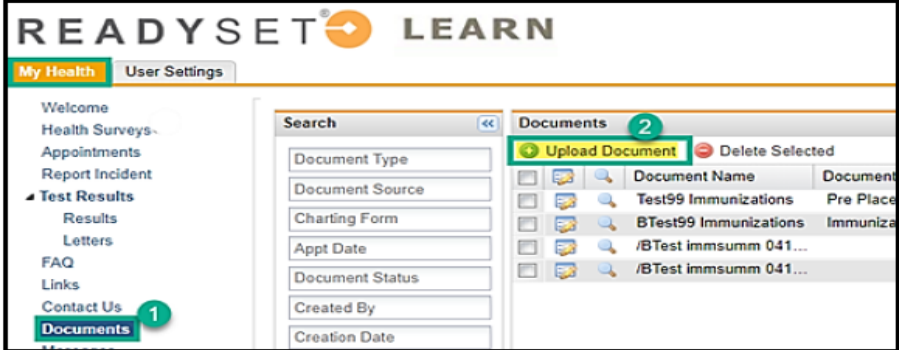
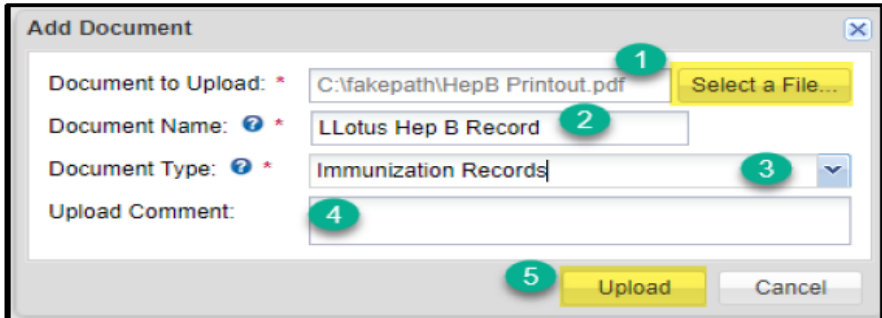
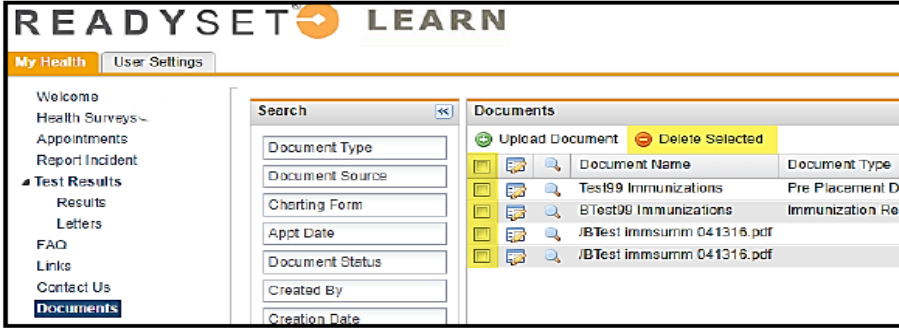
ATTACHMENT B - READYSET QUICK LEARNING SHEET WITH INSTRUCTIONS



READYSET UNIVERSITY

QUICK LEARNING SHEET - Managing Documents in My Health



My Health Documents	WHERE IN READYSET																				
<p>READYSET provides the ability for Workers to manage documents from their My Health Portal.</p> <p>To Begin:</p> <p>Participant logs into their My Health Account</p> <ol style="list-style-type: none"> 1. Click on the Documents option (left hand menu) 2. Click Upload Document <p>Add a Document:</p> <ol style="list-style-type: none"> 1. Click the Select a File button on the Document to Upload. Find your file. 2. Enter a Document Name for the file (e.g. LLotus Hep B Record) 3. Select the Document Type by clicking the drop down 4. Enter an Upload Comment if needed 5. Click Upload, You're Done! <p>Note: The Help button for more information.</p> <p>Other Functions:</p> <p>To Delete a Document: Check the box next to the document and then click Delete Selected.</p> <p> View Document Details by clicking the icon.</p> <p> View Document by clicking the icon.</p>	<p>Have your document or picture to upload available on your PC or Phone.</p>  <p>READYSET LEARN</p> <p>My Health User Settings</p> <p>Welcome Health Surveys Appointments Report Incident Test Results Results Letters FAQ Links Contact Us Documents ¹</p> <p>Search</p> <p>Document Type Document Source Charting Form Appt Date Document Status Created By Creation Date</p> <p>Documents ²</p> <p>Upload Document Delete Selected</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>Test99 Immunizations</td> <td>Pre Place</td> </tr> <tr> <td>BTest99 Immunizations</td> <td>Immuniza</td> </tr> <tr> <td>/BTest immsumm 041...</td> <td></td> </tr> <tr> <td>/BTest immsumm 041...</td> <td></td> </tr> </tbody> </table>  <p>Add Document</p> <p>Document to Upload: * C:\fakepath\HepB Printout.pdf ¹ Select a File...</p> <p>Document Name: ? * LLotus Hep B Record ²</p> <p>Document Type: ? * Immunization Records ³</p> <p>Upload Comment: ⁴</p> <p>Upload ⁵ Cancel</p>  <p>READYSET LEARN</p> <p>My Health User Settings</p> <p>Welcome Health Surveys Appointments Report Incident Test Results Results Letters FAQ Links Contact Us Documents</p> <p>Search</p> <p>Document Type Document Source Charting Form Appt Date Document Status Created By Creation Date</p> <p>Documents</p> <p>Upload Document Delete Selected</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> </tr> </thead> <tbody> <tr> <td>Test99 Immunizations</td> <td>Pre Placement Doc</td> </tr> <tr> <td>BTest99 Immunizations</td> <td>Immunization Rec</td> </tr> <tr> <td>/BTest immsumm 041316.pdf</td> <td></td> </tr> <tr> <td>/BTest immsumm 041316.pdf</td> <td></td> </tr> </tbody> </table>	Document Name	Document	Test99 Immunizations	Pre Place	BTest99 Immunizations	Immuniza	/BTest immsumm 041...		/BTest immsumm 041...		Document Name	Document Type	Test99 Immunizations	Pre Placement Doc	BTest99 Immunizations	Immunization Rec	/BTest immsumm 041316.pdf		/BTest immsumm 041316.pdf	
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