



## VACCINATION AND EXEMPTION DOCUMENTATION PROCESS FOR HOSPITALS AND CLINICS – EMPLOYEES IN BUDGET UNIT 921/418 AND ALL ENTERPRISE MEDICAL STAFF

Pursuant to State Public Health Officer Order dated August 5, 2021 and the County of Santa Clara Vaccination Requirement Memo dated August 5, 2021, 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 follow the below process to document their COVID-19 vaccination or exemption request status. Separate processes will be established for other individuals who do not fall within these categories (contact Hospital Command Center for assistance).

1. No later than **August 20, 2021** all Enterprise Staff and Providers must be either: (1) partially vaccinated (received one dose of a two-dose recommended series of a COVID-19 vaccine, or completed the series of COVID-19 vaccine but it has not been two weeks since completion); or (2) fully vaccinated (at least two weeks since completion of the entire recommended series of a COVID-19 vaccine); or (3) submitted a request for exemption from the vaccination requirement.
  - a. Individuals who are partially or fully vaccinated must do the following **no later than August 20, 2021**
    - i. **If you were vaccinated by Employee Health**, log into your ReadySet account at <https://scvmc.readysetsecure.com> and review the Results Tab to ensure that your vaccination information (vaccine manufacturer and date of vaccine administration for first dose and, if applicable, second dose) is present and accurate. If you do not have a ReadySet account, create one using the instructions included in Attachment A - Instructions to Set up a ReadySet Account.
      1. If your vaccination information is not present, or is inaccurate, contact Employee Health at [employeehealth@hhs.sccgov.org](mailto:employeehealth@hhs.sccgov.org) for assistance.
    - ii. **If you were not vaccinated by Employee Health** and instead were vaccinated elsewhere (including County vaccination sites), then you must upload your vaccination card or other acceptable proof of vaccination into ReadySet. Please see Attachment B – ReadySet Quick Learning Sheet with instructions to upload documents to ReadySet.
      1. A list of acceptable proof of vaccination can be found in the CDPH Vaccine Record Guidelines & Standards dated August 5, 2021. [Vaccine Record Guidelines & Standards \(ca.gov\)](#)
  - b. Individuals who believe they qualify for a medical or religious exemption to the vaccination requirement must do the following **no later than August 20, 2021**:
    - i. Obtain the appropriate exemption form from the County Equal Opportunity Department website: [Home - Equal Opportunity Division - County of Santa Clara \(sccgov.org\)](#). The available forms (under Quick Links on the right-hand side) are: (1) Medical Exemption and/or Disability Accommodation Request Form; or (2) Religious Accommodation Request Form.



- ii. Submit the completed exemption form to the County Equal Opportunity Division (EOD) at [eodra@eod.sccgov.org](mailto:eodra@eod.sccgov.org). **If you are not employed by the County, additionally indicate in the subject line of the email: “Non-Employee Medical Staff COVID-19 Exemption Request.”**
  - iii. Load the completed exemption form into ReadySet using the method described in Attachment B – ReadySet Quick learning Sheet.
  - iv. If exemption is granted, load the granted exemption form into ReadySet using the same process noted above.
2. No later than **September 30, 2021**, all Enterprise Staff and Providers must be fully vaccinated or have submitted a request for exemption.
    - a. Follow Steps in Section 1 for ensuring all vaccination information or exemption information is documented in ReadySet if have not already done so.
  3. All Enterprise Staff and Providers who are not fully vaccinated (including those who are partially vaccinated and those with a pending or granted exemption request) must follow all requirements for individuals who are not fully vaccinated including, but not limited to: (a) COVID-19 testing per Hospital Command Center [Asymptomatic HCW Testing Policy](#); and (b) wear a surgical mask or higher level respirator such as an N95 at all times while in the facility.
  4. Employee Health will review all ReadySet accounts to ensure that all Enterprise Staff and Providers have documented proof no later than September 30, 2021 indicating that they: (1) are fully vaccinated; or (2) have a pending or approved exemption request. Enterprise Staff and Providers who do not comply with these 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.
  5. Effective September 30, 2021, all newly hired and/or initially appointed or privileged Enterprise Staff and Providers must be fully vaccinated or must have submitted a request for exemption, and must upload that information into ReadySet per this process before coming onsite to work.

DocuSigned by:

*Paul E. Lorenz*

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Paul E. Lorenz, Chief Executive Officer

DocuSigned by:

*Yvonne Karanas*

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Yvonne Karanas, President of the Enterprise Medical Staff

Approved by Hospital Command Center 8.12.21

Approved by Enterprise Medical Executive Committee 8.13.21



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**ATTACHMENT A – INSTRUCTIONS TO SET UP A READYSET ACCOUNT**

**To Set Up a COUNTY READYSET ACCOUNT:**

- 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><b>READYSET</b> provides the ability for Workers to manage documents from their My Health Portal.</p> <p><b>To Begin:</b></p> <p>Participant logs into their <b>My Health Account</b></p> <ol style="list-style-type: none"> <li>Click on the <b>Documents</b> option (left hand menu)</li> <li>Click <b>Upload Document</b></li> </ol> <p><b>Add a Document:</b></p> <ol style="list-style-type: none"> <li>Click the <b>Select a File</b> button on the Document to Upload. Find your file.</li> <li>Enter a <b>Document Name</b> for the file (e.g. LLotus Hep B Record)</li> <li>Select the <b>Document Type</b> by clicking the drop down</li> <li>Enter an <b>Upload Comment</b> if needed</li> <li>Click <b>Upload, You're Done!</b></li> </ol> <p><b>Note:</b> The <b>Help</b> button for more information.</p> <p><b>Other Functions:</b></p> <p><b>To Delete a Document:</b> Check the box next to the document and then click <b>Delete Selected.</b></p> <p> <b>View Document Details</b> by clicking the icon.</p> <p> <b>View Document</b> by clicking the icon.</p>	<p>Have your document or picture to upload available on your PC or Phone.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>READYSET LEARN</b></p> <p>My Health   User Settings</p> <p>Welcome</p> <p>Health Surveys~</p> <p>Appointments</p> <p>Report Incident</p> <p>Test Results</p> <p>Results</p> <p>Letters</p> <p>FAQ</p> <p>Links</p> <p>Contact Us</p> <p><b>Documents</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span></p> </div> <p><b>Documents</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span></p> <p>Upload Document   Delete Selected</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th></th> <th>Document Name</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>Test99 Immunizations</td> <td>Pre Place</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>BTest99 Immunizations</td> <td>Immuniza</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>/BTest immsumm 041...</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>/BTest immsumm 041...</td> <td></td> </tr> </tbody> </table>	<input type="checkbox"/>		Document Name	Document	<input type="checkbox"/>		Test99 Immunizations	Pre Place	<input type="checkbox"/>		BTest99 Immunizations	Immuniza	<input type="checkbox"/>		/BTest immsumm 041...		<input type="checkbox"/>		/BTest immsumm 041...	
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**Add Document**

Document to Upload: \* C:\fakepath\HepB Printout.pdf 1 Select a File...

Document Name: ? \* LLotus Hep B Record 2

Document Type: ? \* Immunization Records 3

Upload Comment: 4

5 Upload Cancel

**READYSET LEARN**

My Health | User Settings

Welcome

Health Surveys~

Appointments

Report Incident

Test Results

Results

Letters

FAQ

Links

Contact Us

**Documents**