

From: HCC <HCC@hhs.sccgov.org>

Sent: Tuesday, September 7, 2021 11:21 AM

Subject: Update regarding Vaccination Verification for Individuals Working at Enterprise Facilities

Enterprise Leaders –

This is an update on the vaccination verification process for various groups of individuals (e.g., employees, students, volunteers, medical staff, interns). At this point everyone in the groups below should be: (1) fully vaccinated; or (2) partially vaccinated and will be fully vaccinated by September 30; or (3) have an approved or pending exemption request. We are continuing to process all of the information being submitted, and your patience is appreciated. Please note that exemption requests are still pending review and decision by the County.

1. Employees regardless of work location. County employees in 921 or 418 budget units **must** load their vaccination or exemption documentation through the [ReadySet process](#). County employees in other departments follow a separate County process. We are following up with managers of any employees who have not submitted their documentation as required.
2. Medical Staff (physicians, allied health professionals). Same as #1 above.
3. Contractors (non-medical staff) working in County facilities who regularly perform work onsite and have sustained interaction with other people. Contractors must conduct their own vaccination documentation process for their workers and certify status to the County. The contractor must provide the names of any persons who are not fully vaccinated to the County's designated individuals. The HHS Contracts Unit, FAF Contracts Unit, and County Procurement Department are managing the contractor certification process.
4. Students. If a student is working under an affiliation agreement or other contract with the County the contractor process in #3 above applies. If not, then managers must send the student the attached template email for the student to complete their verification **before the student comes on site**. If the student is coming onsite for a one-time basis only then they can verify their vaccination status with their County manager or at the visitor station when they come on site.
5. Volunteers. Managers must provide their volunteers with the attached template email for the volunteer to complete the verification **before the volunteer comes on site**. For those volunteers who are already on site and have not submitted the verification, please make sure they do so immediately (it was due September 3).
6. Interns. Same as process for students in #4 above.

Thank you for your careful and full cooperation, as always.

Hospital Command Center

Greetings:

To protect County personnel, the community members with whom County personnel interact, and all residents of the county, the County of Santa Clara (“County”) recently instituted a COVID-19 vaccination requirement for County personnel.

This email provides instructions for County volunteers, interns, and students, on how to verify your vaccination to comply with the policy. The [County policy](#) requires that:

- All County personnel must be partially or fully vaccinated or have submitted a request for exemption.
- By September 30, 2021, all County personnel who have not submitted a pending request for exemption or been granted an exemption must be fully vaccinated.

To comply, complete and submit the [Volunteer, Student, and Intern Vaccination Verification Form](#) as soon as possible and by no later than September 6, 2021. You can access the form using the QR code included in this email or through the following link:

[Volunteer, Student, and Intern Vaccination Verification Form](#)



This is different than the prior DocuSign COVID-19 vaccination attestation and must be completed to comply with new State and County requirements even if you previously completed the DocuSign COVID-19 vaccine attestation. All County volunteers, interns, and students who receive this email must complete the form.

The County Volunteer, Student, and Intern Vaccination Verification Form will require you to state whether you are fully vaccinated, partially vaccinated, or have submitted a request for an exemption. If you are fully vaccinated or partially vaccinated, you will be required to provide the type and date of vaccination and to attach proof of the vaccination. Acceptable proof includes:

1. A copy/photo of your COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) that includes your full name, the type of vaccine provided, and the date the last dose was administered; OR

2. Documentation of COVID-19 vaccination from a health care provider; OR
3. A digital record of your vaccination status from the [State's Digital COVID-19 Vaccine Record website](#) that includes a QR code, full name, date of birth, vaccine dates and vaccine type.

If you have any questions regarding the County's COVID-19 vaccination requirement for County personnel or have difficulty submitting your proof of vaccination, you may request assistance from your Department, or may send an email to vaxstatusquestions@ceo.sccgov.org. If you email vaxstatusquestion@ceo.sccgov.org, please also identify your Department and supervisor.

Thank you for your efforts in keeping yourself and our community safe.