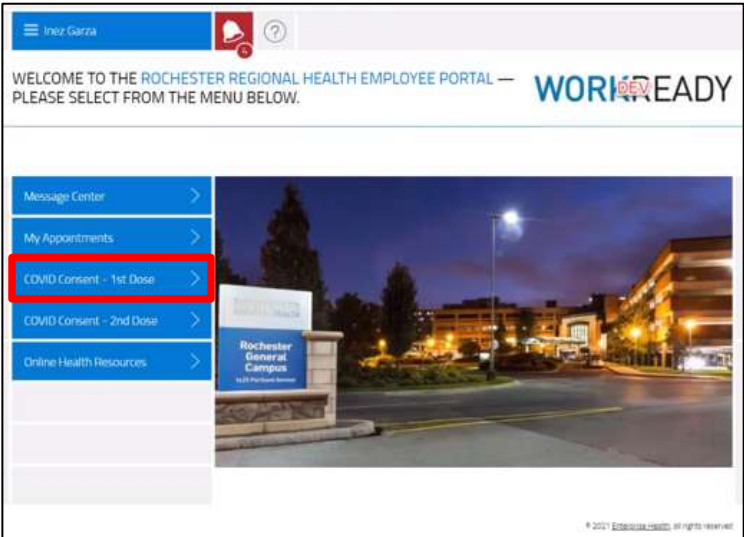
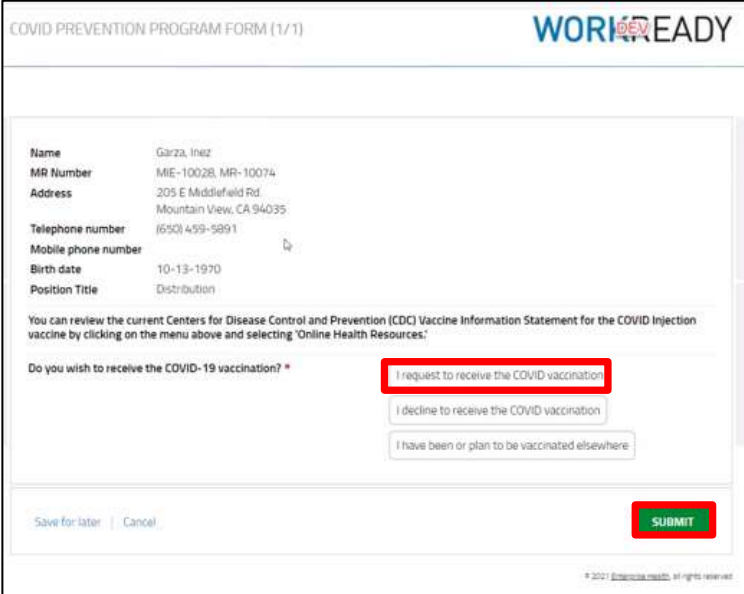


Schedule a COVID Vaccine Appointment (RRH Employees)

To receive a COVID vaccine, employees must use WorkReady to [consent to your vaccination](#) and [schedule an appointment](#).

Indicating Your Consent

Directions	Screen Prompts
1. Click the link in your email to launch WorkReady. Click COVID Consent—1st Dose .	 <p>The screenshot shows the WorkReady Employee Portal interface. At the top, it says 'WELCOME TO THE ROCHESTER REGIONAL HEALTH EMPLOYEE PORTAL — PLEASE SELECT FROM THE MENU BELOW.' and the 'WORKREADY' logo. On the left, there is a navigation menu with items: 'Message Center', 'My Appointments', 'COVID Consent - 1st Dose', 'COVID Consent - 2nd Dose', and 'Online Health Resources'. The 'COVID Consent - 1st Dose' item is highlighted with a red box. The background of the portal shows a night view of the Rochester General Campus.</p>
2. Click I request to receive the COVID vaccination , then click Submit .	 <p>The screenshot shows the 'COVID PREVENTION PROGRAM FORM (1/1)' in the WorkReady system. It displays personal information for Inez Garcia, including MR Number, Address, Telephone number, Mobile phone number, Birth date, and Position Title. Below the information, there is a section for consent: 'Do you wish to receive the COVID-19 vaccination? *'. Three radio button options are provided: 'I request to receive the COVID vaccination' (which is selected and highlighted with a red box), 'I decline to receive the COVID vaccination', and 'I have been or plan to be vaccinated elsewhere'. At the bottom right, there is a red 'SUBMIT' button. A 'Save for later' link and a 'Cancel' button are also visible at the bottom left.</p>

Directions

Screen Prompts

3. Answer **Yes** or **No** to the question: *Are you feeling sick today?* Then click **Submit**.

Note: If you answer Yes, you will need to request the vaccination when your symptoms improve.

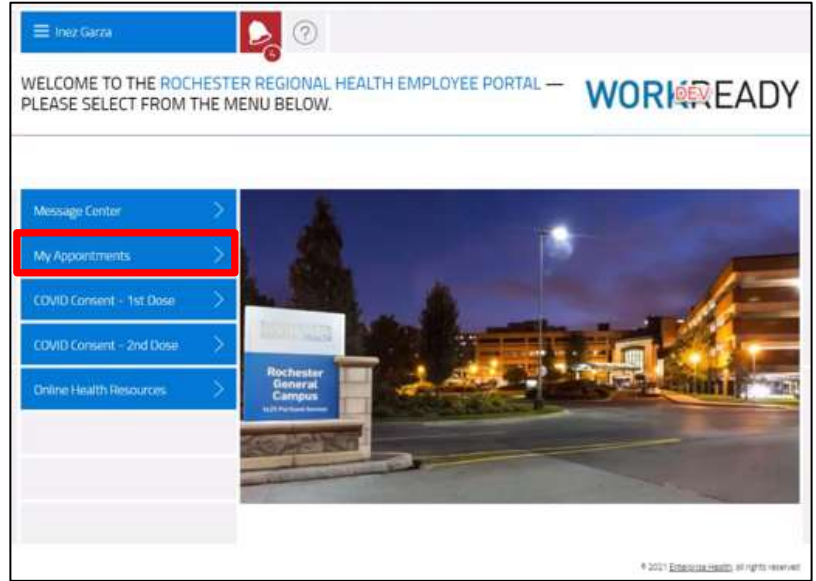




4. If you answer **No**, answer the following questions.

5. When you have answered the questions, click **I accept, understand, and agree**, then click **Submit**.

6. View the confirmation that your information has been submitted.

If you are not automatically directed to the home page, click the **Home icon** to return to the Home screen and schedule your appointment.

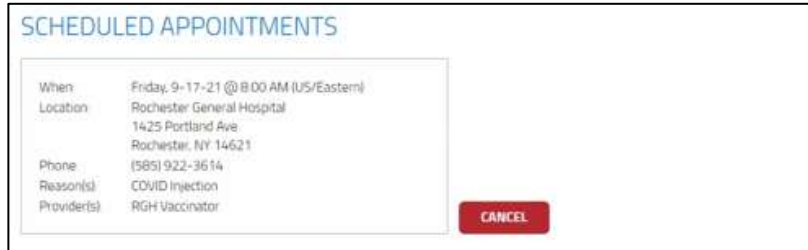
Scheduling Your Appointment

Directions	Screen Prompts
<p>1. At the WorkReady Home screen, click My Appointments.</p>	 <p>The screenshot shows the WorkReady portal home screen. At the top, there is a navigation bar with the user's name 'Inez Garcia', a notification bell, and a help icon. Below the navigation bar, a welcome message reads: 'WELCOME TO THE ROCHESTER REGIONAL HEALTH EMPLOYEE PORTAL — PLEASE SELECT FROM THE MENU BELOW.' To the right of the message is the 'WORKREADY' logo. A central image shows the Rochester General Campus at night. On the left side, there is a vertical menu with several options: 'Message Center', 'My Appointments', 'COVID Consent - 1st Dose', 'COVID Consent - 2nd Dose', and 'Online Health Resources'. The 'My Appointments' option is highlighted with a red rectangular box.</p>
<p>2. Click Schedule a new appointment.</p>	 <p>The screenshot shows the 'APPOINTMENTS' section of the portal. The text reads: 'There are no scheduled appointments or appointments to be scheduled at this time.' Below this text, there is a button labeled 'schedule a new appointment' which is highlighted with a red rectangular box.</p>
<p>3. Click in the field to choose a reason for your visit and select COVID Injection from the droplist of choices.</p>	 <p>The screenshot shows a dropdown menu for selecting the reason for the visit. The text next to the dropdown is 'Choose the reason for your visit'. The dropdown menu is open, and 'COVID Injection' is selected, highlighted with a red rectangular box.</p>
<p>4. Click in the field to choose a location, and select the appropriate hospital to receive your injection.</p>	 <p>The screenshot shows a dropdown menu for selecting the location for the appointment. The text next to the dropdown is 'Choose the location you wish to visit'. The dropdown menu is open, and 'Rochester General Hospital' is selected, highlighted with a red rectangular box.</p>
<p>5. Click in the field for appointment date and time and select a convenient option from the droplist, then click Submit.</p>	 <p>The screenshot shows the final appointment scheduling form. It includes a dropdown for 'Appointment Date and Time' with 'Fri 09-17-2021 08:00am (ET)' selected, highlighted with a red rectangular box. Below this is a 'Comments' field. At the bottom right, there are two buttons: 'CANCEL' and 'SUBMIT'.</p>
<p>Note: Same-day appointments are not available in WorkReady.</p>	

Directions

Screen Prompts

- 6. Your scheduled appointment is confirmed.
You may log out of WorkReady.



- 7. You will also receive an Outlook calendar invitation for the appointment.

