



## COVID-19 Vaccination Distribution Process Overview

**WHAT:** The COVID-19 vaccination sticker program is a way to identify who has received a full COVID-19 vaccination. Similar to the badge backers, the stickers will be placed on the badge in a way that is visible but does not cover the photo or name on the badge.\*\*

**WHO:** All employees, agency workers, per diems, contract workers, students, and volunteers should be part of the distribution program.

**WHEN:** Following full vaccination, employees are eligible to receive a sticker.

**HOW:** To obtain a sticker, each person needs to present photo identification and proof of vaccination. Acceptable documentation for proof of vaccination includes:

- Official vaccine card (not picture of one)
- Copy of consent form indicating the person received the second dose (if applicable – Johnson and Johnson is one dose)
- NYS Excelsior pass
- If none of these are presented employee should attempt to go into Workday under “COVID Vaccination Status” tab and present the results to the manager for a sticker. This should clearly show the dates the vaccine was given and the type of vaccine administered.

**WHERE:** Employees may obtain stickers from their manager at the location in which they work. If an employee is classified as a remote worker or does not have a permanent work location, they may get their vaccine sticker at the Riedman Campus near the Intervol office (café) on Tuesdays from 10 a.m. – 4 p.m.

\*\*Please note: Tape, stickers, pins, or anything that impacts the ability to read the employee’s name, covers the photo, or alters/defaces the badge are not permissible.” Please instruct individuals to not cover individual’s name with the stickers.

For Managers:

Managers should contact their senior leader to obtain the required number of stickers.

The stickers are valid through 2021.

There is no additional documentation required to indicate a sticker was given.

Individuals MUST have received their second dose (Pfizer and Moderna) or one dose for J&J to receive a sticker.

Employees who are in process of receiving their second dose will receive a sticker when the second dose is administered (via Employee Health).