



MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 | (925) 608.4800 | Fax (925) 313.9748 | www.ehsd.org

To: All Staff – Code 2A
From: Kathy Gallagher, EHS Director 
Subject: VACCINATION VERIFICATION REQUIREMENTS AND GUIDANCE TO MEET MASK MANDATE
Date: July 28, 2021

Current county policy requires unvaccinated employees to wear a face mask while in a county building and while conducting county business in other facilities. On July 22, 2021 all staff were notified that the county is changing the Covid-19 vaccine verification requirement from the Self-Attestation process to a requirement for the employee to provide verification of vaccination. This verification will allow the employee, at their discretion, to be exempt from wearing a face mask. Employees who do not provide a valid vaccination verification must wear a face mask and will be subject to enforcement under the Notice of Non-Compliance requirements contained in the county Covid-19 Prevention Program. This includes employees who have lost or misplaced the CDC Covid-19 card. Until vaccination status can be verified, the mask mandate applies.

For purposes of this requirement, “employee” includes staff who are probationary, permanent, county temp’s, consultants and/or contractors who enter county buildings, staff who work remotely since they will be entering buildings on occasion, and staff on a leave of absence. Supervisors are required to follow up with their staff who are currently on vacation, sick leave, admin leave, personal leave, et.al. to ensure that they are aware of the new requirements upon their return.

A confidential and password-protected Master List of employees who have submitted a valid vaccination verification will be maintained by Personnel for purposes of complying with the county requirements under the Notice of Non-Compliance.

Effective immediately, in order to be exempt from the face mask mandate, vaccinated employees must provide one of the following acceptable sources of verification. The Self Attestation forms are no longer acceptable or valid. All copies of vaccination documents will be kept by Personnel in the employee’s confidential medical folder.

Verifications must be submitted by **Friday, August 6, 2021**.

Email a scanned copy of the verification to your Supervisor, and to Personnel at:

EHSDPersonnelForms@ehsd.cccounty.us

- A photocopy of the employee's CDC Card or WHO Yellow Card. The employee should redact any other medical information that may appear on the card;

COVID-19 Vaccination Record Card



Please keep this record card, which includes medical information about the vaccines you have received.

Por favor, guarde esta tarjeta de registro, que incluye información médica sobre las vacunas que ha recibido.

Last Name		MRN:	Name		MI
Date of birth:		DOB:	ID number (medical record or IIS record number)		
Vaccine	Product Name/Manufacturer Lot Number	Date	Healthcare Professional or Clinic Site		
1	Manuf: Pfizer/BioNTech	02/25/21	CCAMC		
2	Lot# ER8727 Exp: 7/31/21	4/15/21	CCRMC		
-	Manuf: Pfizer/BioNTech	mm dd yy			
-	Lot# EW0158 Exp: 7/31/21	mm dd yy			
-	Other	mm dd yy			

or ...

- A photocopy of the employee's Covid-19 Vaccine record, obtained through the following portal using Edge as your browser: <https://myvaccinerecord.cdph.ca.gov/>. The employee should redact any other medical information that may appear. *Scroll down for sample document.*
- If you are unvaccinated due to a medical condition, you may voluntarily submit medical verification to Personnel to be filed in your confidential medical folder. This is not a requirement.

Supervisors:

- Verify that the email was also copied to Personnel. If not, Supervisor should forward the email.
- Record that a verification was provided on a confidential unit list and delete the email.
- Supervisors are not to keep copies of the Covid-19 verification, only documentation of compliance.

Personnel:

- Receive employee email with vaccination verification, print and file in the employee confidential medical folder.
- Verify that the email was also copied to the Supervisor, if not then forward to the Supervisor.
- Enter employee name and vaccine verification into the confidential Master List, maintaining the list in current, real-time status.
- Collect vaccination verification from new employees, if they wish to be exempt from the mask mandate. Update the Master List.

Managers:

- All managers are responsible for ensuring compliance with the mask mandate and following the Notice of Non-Compliance requirements.



Digital COVID-19 Vaccine Record

Welcome to the Digital COVID-19 Vaccine Record portal. Just enter a few details below to get a link to a QR code and digital copy of your COVID-19 vaccination record. If you want to share your proof of vaccination, you can use either the electronic version you'll get from the portal or the card you were given at time of vaccination.

If you are a parent or guardian and have multiple vaccine records associated with a single cell phone number or email address, enter each digital vaccine record request separately.

The portal provides only a digital copy of your vaccine record. If you received your vaccinations from a federal agency (e.g., Department of Defense, Indian Health Services, or Veterans Affairs), you will need to reach out to those agencies for assistance with your vaccination record.

If you have questions about your Digital COVID-19 Vaccine Record, [visit our FAQ](#).

**Please fill out the
required fields to
receive a link to a QR
code and digital copy**

of your COVID-19 vaccination record:

Required fields marked with *

First name *

Last name *

Date of birth *



Provide a cell phone or email that may be associated with your vaccine record. If you fail to get a match using your cell phone, try again using your email address.

Cell Phone Email

Cell Phone *

Set a 4-digit PIN code to access your vaccine record. *


Note: this PIN code will not be sent to you, so please ensure you write it down for future use.

By checking this box, you are declaring under penalty of perjury under the laws of the State of California that you are the Patient or Parent/Guardian of the

Patient and are therefore
authorized to access the
Patient's immunization
record.

[Submit](#)

Safe, free, and effective COVID-19 vaccines are now available to everyone age 12 and up, [get vaccinated.](#)

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