



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff, Code 2A Date: August 18, 2021
From: Debora Boutte, Departmental Human Resources Officer II
Subject: Reminder: Proof of Vaccination for EHS D Employees

As a reminder and in accordance with the STARS memo titled "Vaccination Verification Requirements and Guidance to Meet Mask Mandate" dated July 28, 2021, the previously distributed self-attestation forms are no longer sufficient. While Contra Costa County is under a mask mandate, we still follow the County's guidance to collect proof of COVID-19 vaccination. Employees who previously self-attested must now provide proof of vaccination. Only the sources of verification outlined below are acceptable. As of August 16th, 70 percent of EHS D employees have not submitted proof of vaccination or medical verification to Personnel Services.

- 1. A photocopy of the CDC Card or WHO Yellow Card. The employee should be instructed to redact any other medical information that may appear, such as other vaccinations received. See Attachment A for an example.
2. A photocopy of the individual's COVID-19 Vaccine record, obtained through the portal: https://myvaccinerecord.cdph.ca.gov/. The employee should be instructed to redact any other medical information that may appear. See Attachment B for an example.
3. 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.

Kindly scan and send a copy of the required information to your direct supervisor and include the following:

- 1. Copy Personnel Services at: EHS D_Personnel_Forms@ehsd.cccounty.us
2. 5-digit employee number

Please note: EHS D is following all protocols in reporting COVID-19 cases to Risk Management and the State Department. Risk Management is responsible for determining when a notice of potential COVID-19 exposures will be sent to affected employees by location.

If an employee is found in violation of current Health and Safety Orders, supervisors are required to complete a CCC Notice of Non-Compliance with COVID-19 Prevention Program form.

Continued refusal to comply with the health and safety orders as directed may result in disciplinary action against the employee, up to and including termination of employment.


If you have questions about the information in this memo, please contact your assigned Departmental HR Analyst.

A photocopy of the CDC Card or WHO Yellow Card. The employee should be instructed to redact any other medical information that may appear, such as other vaccinations received.

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 _____ Name _____ MI _____

MRN: _____

DOB: _____

_____ number (medical record or IIS record number)

Vaccine	Product Name/Manufacturer Lot Number	Date	Healthcare Professional or Clinic Site
1 C	Manuf: Pfizer/BioNTech Lot# ER8727 Exp: 7/31/21	02/25/21 <small>mm dd yy</small>	CCAMC
2	Manuf: Pfizer/BioNTech Lot# EW0158 Exp: 7/31/21	4/15/21 <small>mm dd yy</small>	CCAMC
-		_/_/_/ <small>mm dd yy</small>	
-		_/_/_/ <small>mm dd yy</small>	
Other		_/_/_/ <small>mm dd yy</small>	

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