

# VACCINATION ATTESTATION

CONFIRM VACCINATION STATUSES WITHOUT STORING DOCUMENTATION

# ABOUT SIMPLYCAST

## DISCOVER ORGANIZE COMMUNICATE



SimplyCast an all-in-one ISO 27001:2013-certified leading provider of interactive and multi-channel communication software. The company's 360 Flow Communication Platform is a feature-rich solution combining marketing automation, inbound marketing, and interactive communication. With customers in over 175 countries, including many of the most recognized brand names in retail, non-profit, manufacturing, and hospitality. SimplyCast provides organizations the ability to reach their customers their way.



# PERSONAS

Eric the Employee



Mary the Manager



Andy the Administrator



# SCENARIO

ABC Company employs a large staff spread out across many departments and locations. Because of COVID-19, the company needs to verify the vaccination status of all staff members, but also doesn't want to keep the related health records on file.

At first glance, this looks like an impossible catch-22. An attestation process that leverages managers to confirm proof of vaccination, however, can solve the issue this presents. To make such a solution work, a few questions need to be answered:

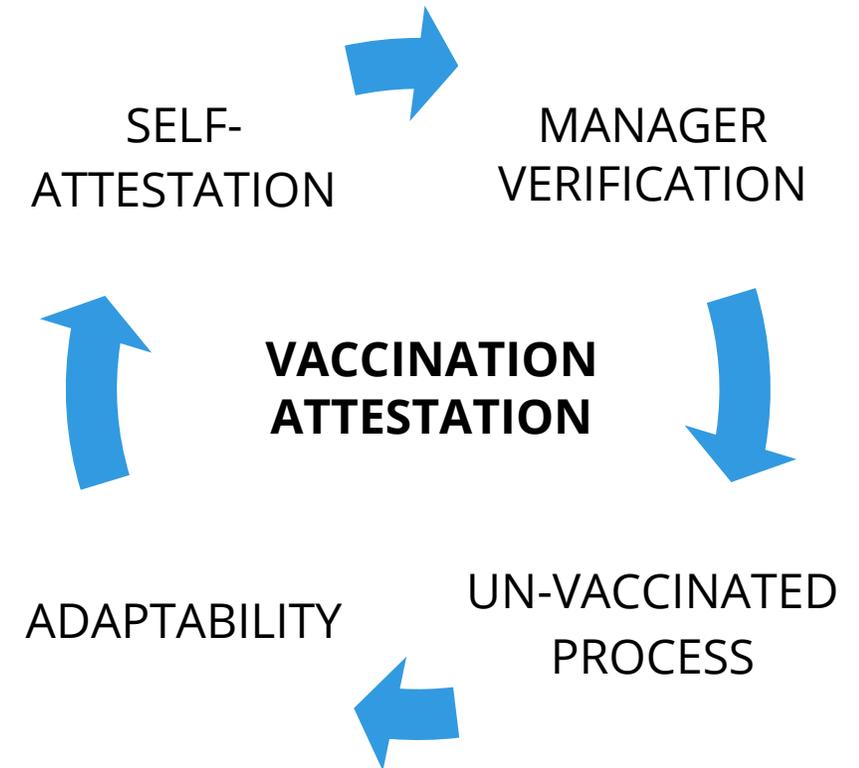
- Can workers be easily contacted to attest their vaccination status?
- Can managers easily verify the attestations of their staff?
- What is the easiest way to manage such a process?



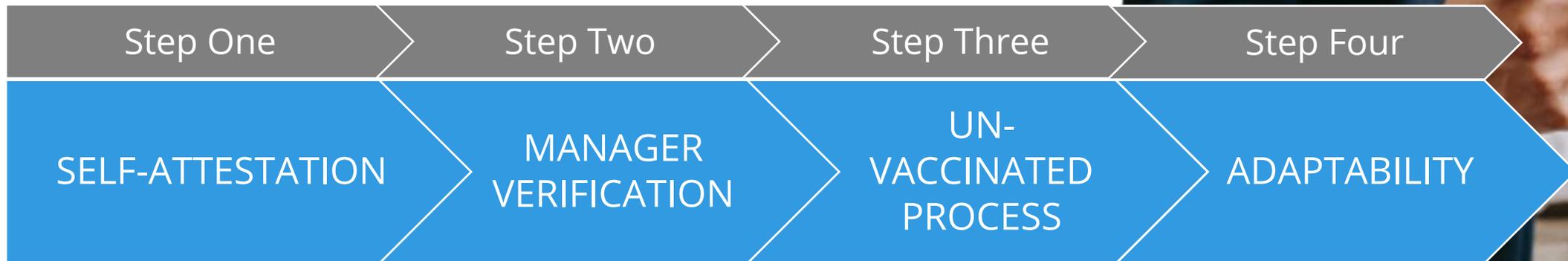
# OPPORTUNITIES

There are several opportunities for companies to optimize their vaccination attestation process:

- **Self Attestation**
  - By contacting all staff within the company to confirm their vaccination status, the initial steps of the process can be handled on an individual basis.
- **Manager Verification**
  - Once a worker attests their vaccination status, a manager can be contacted to verify their status and confirm that they've seen the records.
- **Process un-vaccinated workers**
  - When workers attest that they are not vaccinated, managers can be notified and informed of the necessary procedures that the staff member will need to follow.
- **Adaptability**
  - A solution that can adapt to handle other possibilities, such as partial vaccination, ensures the best possible handling of every situation.



# SOLUTION



# VACCINATION ATTESTATION

## INTRODUCTION

Companies need to identify vaccinated and unvaccinated staff members due to increasingly strict regulations regarding shared workplaces and indoor spaces in general. A swift solution is necessary to confirm vaccinations quickly and effectively.

SimplyCast presents the idea of the vaccination attestation use case, a complete solution for making it easy for administrators to leverage managers and workers to handle the verification of vaccination statuses of employees and record them through an attestation system.



# SELF-ATTESTATION

## STEP ONE

All staff can be sent an email linking them to a self attestation form that allows them to attest their vaccination status. The instructions on this form will tell them to show their proof of vaccination to their manager ahead of confirmation.

When this form is completed, staff are automatically marked as having completed the first part of the process.

Additionally, those who do not complete the attestation quickly can be sent additional reminders on a regular basis, as needed.

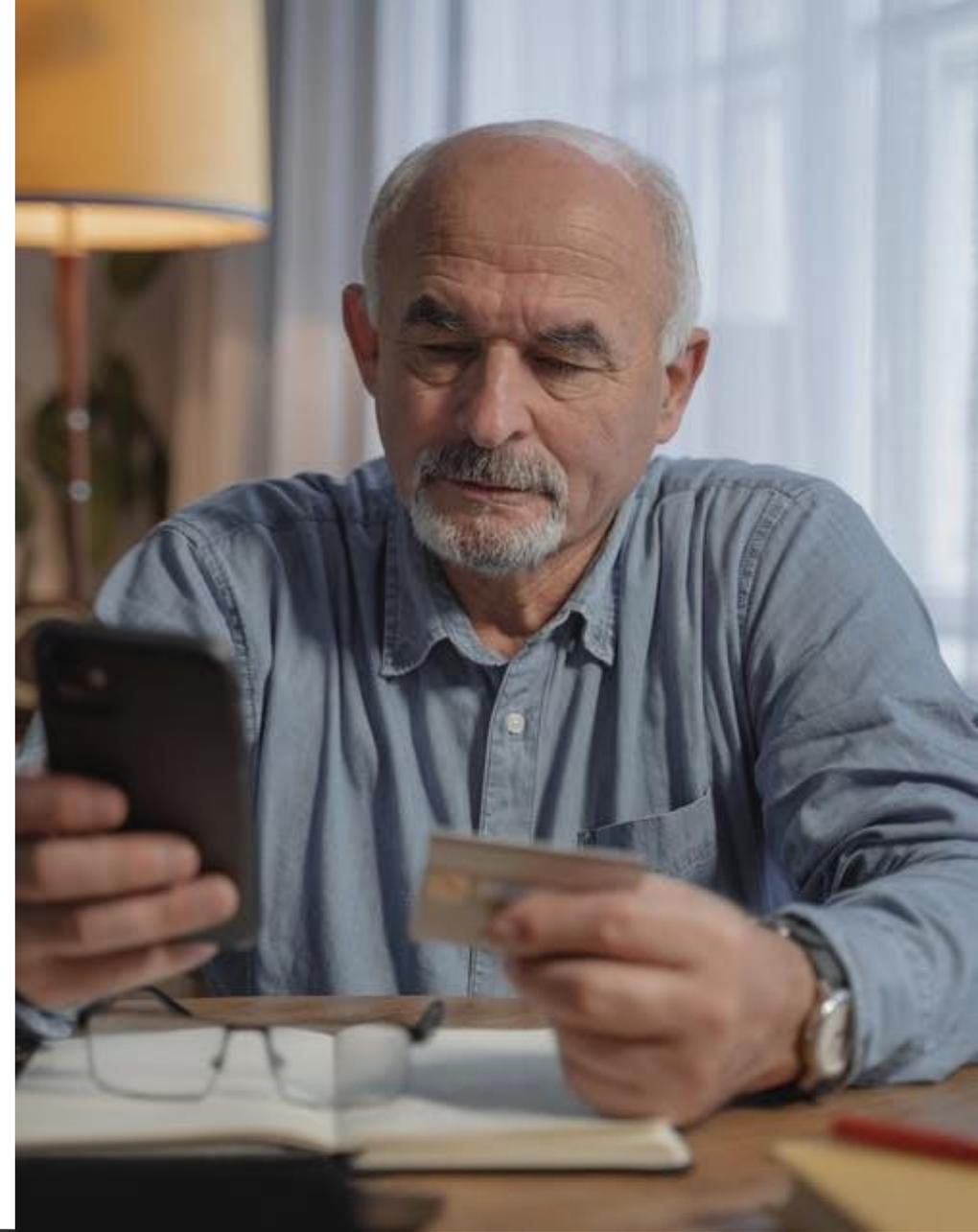


# MANAGER VERIFICATION

## STEP TWO

Once a staff member has completed their self-attestation, their manager is notified and asked to confirm that they have seen the proof of vaccination for that staff member.

Once the manager attests that they can confirm the vaccination of that staff member, that staff member is automatically marked as having their vaccination status verified.



# UN-VACCINATED PROCESS

## STEP THREE

In many cases, some staff members may be unable or unwilling to be vaccinated or are only partially vaccinated. In these cases, they can indicate that they are not fully vaccinated.

When they do, their manager is automatically notified and they are marked as not fully vaccinated.

This can trigger several options based on the individual worker's circumstances. The exact response will depend on regional regulations, company policy, and the role of the staff member in question.



# ADAPTABILITY

## STEP FOUR

The vaccination attestation solution can be altered or changed to fit the exact needs of any employer. It offers the ability to change the way the process works based on an employee's role, the needs of the organization, regulations, and more.

This also means that if additional doses in the form of booster shots are required, this same solution can be re-used with only small tweaks to handle the attestation of vaccination statuses long-term.



# THE PROCESS

## ADMINISTRATORS – STEP 1

Andy starts the process by sending out an email to all staff members within the company, containing links to the pages that handle attestation.

### Vaccination Attestation Invitation

Hi Eric TheEmployee,

You are invited to complete your vaccination attestation. Please click on the relevant button below and complete the form on the resulting page.

I am Fully Vaccinated

I am not Fully Vaccinated

Completion of this process is mandatory for all staff. If selected the Fully Vaccinated option please be prepared to show your proof of vaccination to your manager.

# THE PROCESS

## EMPLOYEES – STEP 1

Eric the employee receives the invitation to attest his vaccination status, and meets with his manager, Mary, to show her his proof of vaccination. He then completes the form linked to in the invitation email.

**Vaccination Attestation**

By completing this form, you confirm that you, Eric TheEmployee, have been fully vaccinated as per the vaccination policy of the company and have shown proof thereof to your manager.

Please confirm your attestation \*

I am fully vaccinated and have confirmed my vaccination status with my manager

[Submit](#)

# THE PROCESS

## MANAGERS – STEP 1

Mary, after meeting with her employee Eric, receives an email asking her to attest to Eric's vaccination status. She clicks on the button in that email and attests to Eric's vaccination status on the page it leads to.

### Employee Attestation Verification

Eric TheEmployee, an employee you manage, has completed their vaccination attestation. Please complete the attestation for Eric TheEmployee by completing the form linked below.

[Manager Attestation Form](#)

### Manager Vaccination Attestation

By completing this form, you confirm that the employee you manage, Eric TheEmployee, has been fully vaccinated as per the vaccination policy of the company and has shown you proof thereof.

Please confirm your attestation \*

I hereby verify the attestation of this employee and have seen proof of their vaccination status.

[Submit](#)

# THE PROCESS

## EMPLOYEES – STEP 2

Alternatively, if Eric is not fully vaccinated, he instead indicates on the invitation that he has not been fully vaccinated.

### Non-Vaccination Attestation

By completing this form, you confirm that you, , have **not** been fully vaccinated as per the vaccination policy of the company.

You understand that this may result in an alteration of duties or termination based on the restrictions in place regarding those who are not fully vaccinated.

Please confirm your non-vaccination attestation \*

I am not fully vaccinated at this time.

Submit

# THE PROCESS

## MANAGERS – STEP 2

When Eric indicates he is not vaccinated, Mary is notified of this. Several options are available from that point forward based on regional regulations and company policy, such as determining a vaccination plan or role alterations, as needed.

### **Employee Non-Vaccination Notification**

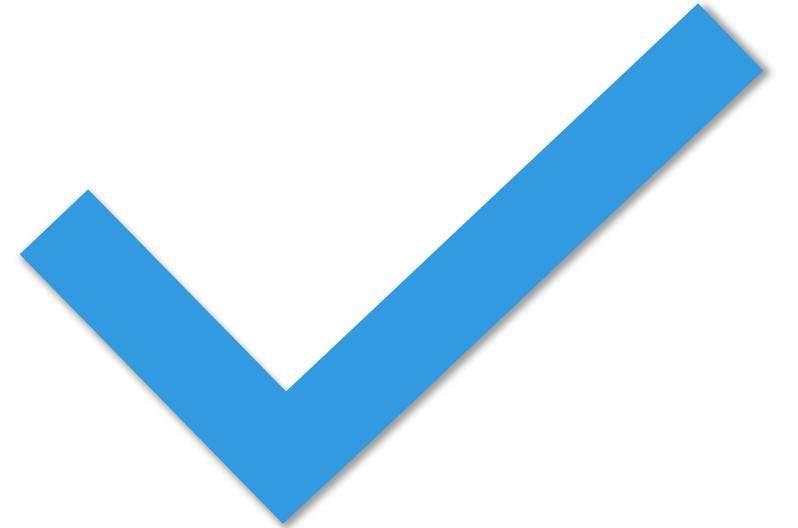
Eric TheEmployee, an employee you manage, has indicated that they are not fully vaccinated. Please contact Eric TheEmployee to create a vaccination plan and/or take action required by the vaccination policy as it pertains to their role.

# BENEFITS

## REASONS TO USE A VACCINATION ATTESTATION SOLUTION

There are many perks of using this vaccination attestation solution, including:

- ✓ Keeping an attested record of staff's vaccination statuses without needing to store direct medical records.
- ✓ Easily allowing all staff to attest their vaccination status without having to manage a large manual process.
- ✓ Making use of a solution that can adapt to your organization's specific policies or regional requirements.
- ✓ Keeping information secure by using an ISO 27001:2013-certified service provider.



# ADDITIONAL FUNCTIONALITY TO CUSTOMIZE AND EXPAND THE USE CASE

- Track other important employee records.
- Enable additional streamlined paths for partially vaccinated workers.
- Track the overall progress of the attestation process through a pipeline.
- Allow the uploading of vaccination status records for more robust record-keeping.
- Make use of a complete suite of use case solutions.



# TOP REASONS TO CHOOSE SIMPLYCAST



Military-Grade  
Security



Onboarding &  
Training



Affordable  
Pricing



Consulting  
Service



Scalable  
Solution



Multi-channel  
Platform



Fast Message  
Delivery



Minimum  
99.5% Uptime



Network Access  
Security



Granular User  
Access



Access from  
Anywhere



Connection to  
Single Sign On

# CONCLUSION

Since 2009, SimplyCast has built a no-code platform built to support engagement, marketing, emergency response, and communication technology use cases. The technology is completely built in Canada, which means the solution is not reliant on third-party providers and can be deployed at a moment's notice.

With this technology, SimplyCast has developed automated use case solutions to support businesses, non-profits, and other organizations to engage leads at scale to a personal level. These solutions can be used by any organization who wants to enhance their communication, marketing, emergency and engagement efforts.

We have developed these use cases with no technological modification or additional development. This solution is 100 percent customizable and can be adjusted to meet each of your departments' specific needs.

