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COVID-19 (VACCINATIONS) UPDATE VII

MARCH 8, 2021

TWO VACCINATION OPTIONS IN THIS UPDATE

OPTION 1: PROVIDENCE SOUTHERN CALIFORNIA- COMMUNITY HEALTH AT VAUGHN IN PACOIMA

Please send me a slack if you are interested in getting your first COVID-19 Vaccination. Providence Southern California- Community Health is providing us this opportunity. Once we sign up they will send us the specifics.

- Providence Southern California- Community Health Team in Partnership with Vaughn Next Century Learning Center
- The vaccine is administered by Registered Nurses with Advanced Cardiac Life Support Cert. (ACLS)
- Vaccination Site Location: 11505 Herrick Ave, Pacoima, CA 91331 (Vaughn International Studies Academy)
- Every Mon, Wed, and Friday 9 am-3 pm. **By appointment only. No Walk-ins. (Schedule subject to change)**
- We currently are using the Moderna Vaccine and the 2nd dose is guaranteed 28 days later.
- Teachers, Educators, Childcare Providers, and grocery workers will need to provide proof of employment via badge, letter of authenticity (from employer), pay stub...etc.
- Face masks and social distancing is enforced.

OPTION 2: IF YOU HAVE KAISER PERMANENTE INSURANCE

In order to properly screen and physically distance people, KP is providing the vaccine by appointment only.

Childcare and education workers should visit kp.org/covidvaccine to check appointment availability and follow instructions to book an appointment. Some eligible education workers will be provided a unique, individual code from their employer. This code can be used to request an appointment but is not required. Individuals who don't have access to kp.org may call 1-833-KP4-CARE or 1-833-574-2273 for assistance.

Please note that KP is currently experiencing high call volumes and you may experience longer than normal wait times. Appointments will be scheduled as supply allows.

Proof of eligibility for COVID-19 vaccination appointment

Childcare and education workers who are receiving the vaccine due to their employment status may be required to bring one of the following documents and a photo ID to their appointment:

- Employee ID badge with photo; or
- Professional license or certificate; or
- Signed letter from employer on a letterhead; or
- Payment stub or timesheet

Childcare and education workers may also be asked for their company name and role at work.

TIME OFF REQUESTS FOR COVID-19 VACCINATION

Time off requests for COVID-19 Vaccination

We are encouraging staff to get vaccinated as soon as possible. If your appointment is during work hours it will be counted as professional development time. **Once you book your appointment do the following:**

1. Notify your supervisor to arrange coverage if necessary? Coverage will be provided.
2. Log in to Paycom and request "time off"
3. Put in the time you need (1 hour increments)
4. Type is Professional Development.
5. Enter start time
6. Enter Reason as **COVID Vaccination**

If you have used sick time already for a COVID-19 Vaccination, please notify your supervisor or EA so we can credit your sick time in Pavcom.

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