



July 2, 2021

Employees are invited to submit their COVID-19 vaccination record

ISU requests employees to voluntarily submit proof of COVID-19 vaccinations. This information will be considered private and will only be used for contact tracing purposes or as part of overall, non-identifiable reporting about campus vaccination rates. Employee vaccination records will be kept confidential consistent with federal and state privacy laws. This voluntary disclosure will have no implications on an employee's job status.

Employees can upload their vaccination records by signing into MYISU, clicking the badge, "ISU COVID-19 Vaccination Record," completing the survey, and securely uploading a picture of official documentation of vaccination. The survey will ask for the manufacturer and dates the vaccines were administered.

Official documentation refers to your vaccination card from the administrator of your vaccines or a vaccination certificate from the state immunization registry. Indiana residents can download their vaccination certificate at www.coronavirus.in.gov/vaccine and click through to the Indiana Vaccination Portal.

Each submission will be reviewed by ISU Contact Tracing/HR. When a vaccination record submission is complete, a request will be submitted to remove that employee from the daily email reminders to complete the survey.

If at any time, an employee experiences symptoms of COVID-19 they should complete the daily Sycamore Symptom Assessment which can be accessed through the ISU webpage at <https://www.indstate.edu/covid-19/news>.

If a fully vaccinated employee is a close contact of a person diagnosed with COVID-19 and has been notified by ISU Contact Tracing or state or local health departments, the daily Sycamore Symptom Assessment will be required for two weeks. The survey can be accessed through the ISU webpage at <https://www.indstate.edu/covid-19/news>.

Students can upload their vaccination records to the system starting on Aug. 1.