



COVID-19 Vaccine Verification Form

Open Arms Free Clinic requires all staff members (defined as paid employees, volunteers, and students) to be fully vaccinated for COVID-19 or, for employees, be granted a vaccination exemption request. Fully vaccinated is defined as 14 days after the final dose of a primary vaccination series (14 days after receipt of either a single dose vaccine or 14 days after the second dose of a two-dose vaccination series). Please complete this form by February 1, 2022 or, if beginning or the middle of your vaccination series, within three (3) business days after you have received your COVID-19 vaccine series, but no later than February 1, 2022. This documentation must include a record of a completed vaccine series with an FDA-authorized COVID-19 vaccine or, if vaccinated outside of the United States, a COVID-19 vaccine listed for emergency use by the World Health Organization. This completed form, along with acceptable proof of vaccination status as described in the COVID-19 Vaccination Policy must be submitted to the Executive Director for record retention by February 1, 2022.

Section 1:

Please print legibly: To be completed by staff member.

Last Name of Vaccinated Person:	First Name of Vaccinated Person:
Date of Birth:	Phone Number:
Open Arms Free Clinic Role (employee, volunteer, or student):	

Section 2:

Please select from the following list of acceptable COVID-19 vaccine documentation forms:

- Wisconsin Immunization Registry
- Signed electronic record from another employer's Employee Health Department
- Electronic chart record from an outside medical provider/health system/retain pharmacy

Section 3:

Submit COVID-19 documentation to the Executive Director by February 2, 2022.