



SUFFOLK COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

DATE: March 10, 2021
TO: All Employees
FROM: Donna Mancuso, Deputy CEO for Administration *DM*
SUBJECT: COVID-19 VACCINES FOR SCWA EMPLOYEES

HR Announcement

The wait is over! New York State has updated its vaccination eligibility for COVID-19 to include public-facing government and public employees. SCWA employees are now eligible to be vaccinated effective March 17, 2021. This is very good news!

Instructions for New York State-Operated Vaccination Sites:

Step 1: Determine eligibility and schedule an appointment. The Am I Eligible app is the quickest way to see if you're eligible and make an appointment. You can also call the New York State COVID-19 Vaccination Hotline at 1-833-NYS-4-VAX (1-833-697-4829). Once you have successfully scheduled an appointment, you will receive a confirmation email that contains a barcode. You will need to bring this to your appointment.

Step 2: Complete the Vaccine Form. Once you have a confirmed appointment, you must complete the New York State COVID-19 Vaccine Form. This form should be filled out online and you will receive a submission ID indicating completion. You will need to bring the submission ID to your appointment. If you cannot submit the form online, it will be available at the vaccination sites.

Step 3: Bring proof of eligibility to your appointment. Depending on your eligibility category, **proof can include an employee ID card, a letter from an employer or affiliated organization, a pay stub, a driver's license, passport, or any legal proof of your date of birth and residency.** See full list below. At the time of your appointment, you'll be asked a series of clinical questions to ensure readiness for a vaccine. You will be asked for insurance information BUT the vaccine is free and there will never be a charge to you. This information is for administrative use only.

Step 4: If you received the Pfizer or Moderna vaccine, your second dose appointment will be scheduled automatically when you receive your first vaccine dose. Your second appointment will be scheduled for the same time and at the same location, three weeks following your first dose. You will receive a card onsite with the date and time indicated and a confirmation email will follow a few days later. Please keep in mind when scheduling your first appointment that your second appointment will occur at the same time of day. The Janssen/Johnson & Johnson vaccine only requires one dose.

Acceptable forms of proof of eligibility:

If an individual is eligible due to their employment status, they must prove they are employed in the State of New York. Such proof may include:

- an employee ID card or badge,
- a letter from an employer or affiliated organization, or
- a pay stub, depending on the specific priority status.

As a reminder, at this time excused time is not available for employees for the purpose of obtaining a vaccine. We are in contact with the pharmacy who provided our flu clinic last year and if we are able to schedule an on-site clinic in the future, it will be arranged. Please make your appointments through the NYS website or by telephone. Soon we all be vaccinated and on the way back to "normal" life. I'm attaching an informational flyer from the CDC regarding Myths and Facts on the COVID-19 vaccine for your reference. Stay healthy everyone!