



IMPORTANT: COVID-19 Update – Vaccine evidence requirement

Date: 23 July 2021
To: All Calvary hospital staff
From: Sharon Kendall, Regional CEO – SA

The current circumstances in South Australia provide a timely reminder that COVID-19 remains a threat, and we have both an individual and organisational obligation to do everything we can to protect our vulnerable patients.

Calvary acknowledges vaccination against COVID-19 remains a personal choice, however it is strongly recommended. Receiving the vaccine is a safe, effective and cost-free way to be better protected from the serious health impacts of COVID-19 infection.

All staff, VMOs, tenants and volunteers across all Calvary SA site are reminded they can receive the Pfizer COVID-19 Vaccination at Calvary Adelaide Hospital on Level 11, McCarthy Ward.

Booking an appointment

Staff can [download a copy of the COVID-19 vaccination consent form](#)

The signed and complete consent form can be returned to the Level 5 Executive Office or via email to COVIDVaccinationClinic@calvarycare.org.au

Once the consent is returned, staff will receive an email confirmation with the next available date and time for their vaccination, if they meet the criteria to be vaccinated at CAH.

If they do not meet the criteria they will be contacted to assist in making other arrangements.

All booking related queries can be directed to the Booking Team on 8227 6179 during clinic hours (7:30am-3:30pm).

Understanding the number of staff vaccinated against COVID-19 at each facility will allow Calvary to respond directly to known or developing threats of outbreaks. While voluntary, it is important that you notify us of the status of your COVID-19 vaccination.



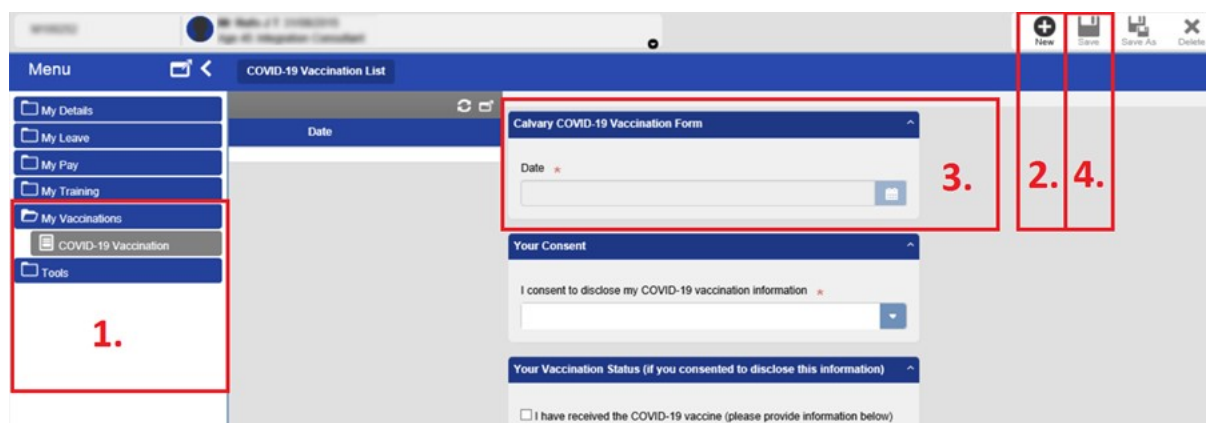
Please provide these details after both your first and second dose of the COVID-19 vaccine.

There are two options to provide this information:

1. Fill out the form in My Kiosk and send a copy of your certificate to COVIDVaccinations@calvarycare.org.au
2. Complete the paper based form by downloading it [here](#) and send to COVIDVaccinations@calvarycare.org.au

We encourage you to stay up to date by regularly checking the latest COVID-19 information for staff at www.calvarystaffupdates.org.au and also by checking the [current exposure sites](#) listed on the SA Health website.

How do I record my vaccination on My Kiosk?



Your COVID-19 Vaccination Form can be completed in four (4) easy steps:

STEP 1: Select the *My Vaccinations* tab in the left hand side menu bar and select the *COVID-19 Vaccination* option to bring up the COVID-19 Vaccination Form.

STEP 2: Click on the 'New' button on the top right and the form will allow you to fill in all fields.

STEP 3: Enter the date that you are first completing this form. *PLEASE NOTE:* When you return to complete the form after your second dose of the vaccine, you are not required to change the date.

STEP 4: When completed, click on the 'Save' button on the top right and the form will save and send the completed information to Calvary HR for secure recording. You will receive a confirmation email once completed.



How do I get evidence of my COVID-19 Vaccination?

Calvary will require evidence of your vaccination. Evidence can be sourced from:

- Where you received your vaccine. Ask the clinic or doctor where you received the vaccine for evidence; or
- Visit your MyGov account. To access your health record via <https://my.gov.au/LoginServices/main/login>

For more information see [How to get an immunisation history statement](#).

Thank you for all that you have done and continue to do to keep our patients and colleagues safe.

Sharon Kendall

SA Regional CEO