COVID-19 Vaccination Proof Submission and Verification Process

The COVID-19 vaccine is required for all University faculty/employees who may engage in direct patient care as a clinician, supervise direct patient care with students or complete site visits for students working with preceptors, enter health care agencies to collect data for research projects or other scholarly activities for their own research or to oversee student research and scholarly activity. Employees subject to the vaccine mandate will be notified via email by Human Resources. Human Resources will collect, verify and maintain records regarding employee compliance with this mandate.

Employees not subject to the vaccine mandate do not need to submit their COVID-19 vaccination records.

The process for submitting proof of vaccination will be as follows:

1. Employees will need to take a picture of or scan a copy of their vaccination card to covidvaccination@ecu.edu which will be managed by ECU Human Resources. This will serve as proof of vaccination.
2. Once the photo or scanned copy is received, it will be uploaded to the confidential medical information section of the employee’s personnel file and be treated in the same way as other confidential medication information (e.g., FMLA paperwork).
   a. If there are any concerns about the validity of the photo or scanned copy of an employee’s vaccination card, additional verification will be required. This additional verification could include the following:
      i. The employee providing their information from the state vaccine system
      ii. Document from pharmacy or physician’s office that administered the employee’s vaccine.
3. Human Resources will then mark the employee’s vaccination status as “completed” and notify the employee their proof of vaccination has been approved.

Please note the following:

- Employees’ proof of vaccination documents (photo or scanned copy) will only be received and viewed by Human Resources personnel. These documents will not be shared with the employee’s management.
  - If an employee has previously submitted proof of vaccination to HR to accompany a COVID-19 administrative leave request and they are notified that this mandate applies to them, they will need to resubmit another copy through this process.
- If an employee has received a medical or religious exemption from the vaccine, the Office of Prospective Health or the Office for Equity and Diversity will provide
that information to Human Resources. Once Human Resources has received that information, the employee’s vaccination status will be marked as exempt.

- Falsification of proof of vaccination will subject the employee to disciplinary action up to and including dismissal.