

Bulletin



Verification of COVID-19 Vaccination

Chief Administrative Officer

Bulletin #2021-226
September 03, 2021

Verification of COVID-19 Vaccination A Message from the Interim Chief Administrative Officer

Date: September 3, 2021

To comply with the Mayor's Directive on vaccination status reporting, on Friday, September 3, 2021, LADWP will begin verifying employee vaccination status. This information must be submitted to the LADWP Resource Office (RO) by September 30, 2021.

Vaccination status will be recorded as one of the following:

- Fully Vaccinated* – At least 14 days have passed since completing the final dose of a one or two-dose vaccine protocol.
- Partially Vaccinated – Vaccinated, but does not meet the definition of fully vaccinated as indicated above.
- Not Vaccinated** – Have not received any doses of a COVID-19 vaccine or whose status is unknown.

* Fully Vaccinated definition may change if or when guidelines regarding booster shots are issued.

** Employees that do not respond by September 30, 2021, will be considered as Not Vaccinated.

Employees fully vaccinated through an LADWP sponsored LAFD or St. John's Well Child and Family Center events held at JFB do not need to report any information at this time. LADWP has already reported this information as required, while maintaining employee confidentiality.

Employees that received either full or partial vaccine doses elsewhere will be required to provide one of the following as proof of vaccination:

- CDC Vaccine Card (or electronic image)
- State e-Card with QR code
- Other physical or digital documentation (e.g., letter from physician, Carbon Health COVID-19 Health Pass, etc.)

The following options for providing proof of vaccination status will be available:

- Web application provided by LADWP
- Virtual verification via Webex with an LADWP RO representative

Please DO NOT email your proof of vaccination to the RO or to anyone else.

Secure Web-Application Verification

The [web application](#) requires network access at an LADWP facility or through a VPN connection, and requires Chrome, Firefox, or Edge browsers (it will not work with Internet Explorer). Verification via the web application will require uploading an image of proof of vaccination. All electronic data will

be encrypted and confidentiality of any protected information provided will be maintained. Images of vaccination records uploaded through the web application will not be retained, but will be deleted immediately following verification.

Virtual (Webex) Verification

Providing proof of vaccination via Webex will require using a web camera to show photo identification and acceptable proof of vaccination. Appointments will be scheduled Monday through Friday from 8:00 AM to 3:00 PM from September 8, 2021, through September 22, 2021. To request a Webex appointment, email your preferred date and time range to VaccineVerification@ladwp.com and include your employee number. An RO representative will confirm your appointment and provide a Webex meeting invitation. The Webex meeting will not be recorded and screenshot images of proof of vaccination will not be captured.

You can obtain a copy of your vaccination record by visiting <https://myvaccinerecord.cdph.ca.gov/> or you may refer to the August 17, 2021 [bulletin](#) for information about how to retrieve your proof of vaccination online.

Additionally, as you may know, the L.A. City Council recently adopted [Ordinance](#) No. 187134 requiring all City employees to be fully vaccinated and report their vaccination status by October 19, 2021. Please be advised that the impact of the Ordinance, including the exemptions process and non-compliance, is currently being discussed with our labor and management partners. Further information regarding the ordinance, including its implementation and exemption process will be provided to all employees at a future date.



SHANNON C. PASCUAL
Interim Chief Administrative Officer