## Staff Covid Vaccination Records on CoolCare

## **Covid Vaccination Information**

This section allows you to input and monitor the Covid vaccine information for each staff member. You can input the dates of a staff member's initial vaccinations alongside any further boosters they may have. Alternatively, if a staff member has not had the vaccination, you can input a reason why and the date this was last checked/confirmed with the staff member. There is also a general notes box on this page for any further details you wish to track relating to the Covid vaccine.

| General          | T & A 🐨     | H.R. 💌 | Payroll 💌 | Training | Documents 💌 | Vaccination |            |    |           |
|------------------|-------------|--------|-----------|----------|-------------|-------------|------------|----|-----------|
| Covid V          | accina      | tion   |           |          |             |             |            |    |           |
| Date of First Va | ccination   |        | 🗹 Evi     | denced   |             |             | Boosters   |    |           |
| 15/06/2021       |             |        |           |          | *           |             | -          | -  | + Booster |
| Date of Second   | Vaccinatio  | n      | 🗸 Evi     | denced   |             |             | Date       | Ev | videnced  |
| 16/09/2021       |             |        |           |          |             |             | 18/11/2021 |    | <b>×</b>  |
| Reason for no    | Vaccination |        |           |          |             |             |            |    |           |
| -                |             |        |           |          |             | •           |            |    |           |
| Date Last Chec   | ked         |        |           |          |             |             |            |    |           |
|                  |             |        |           |          | *           | :           |            |    |           |
| Notes            |             |        |           |          |             |             |            |    | 0/4000    |
|                  |             |        |           |          |             |             |            |    |           |
|                  |             |        |           |          |             |             |            |    |           |
|                  |             |        |           |          |             |             |            |    |           |
|                  |             |        |           |          |             |             |            |    |           |
|                  |             |        |           |          |             |             |            |    | /         |
| H Save           |             |        |           |          |             |             |            |    |           |

## **Covid Status Tracking**

Alongside the vaccine information, Coolcare can also track a staff member's covid status, i.e., if they have shown any symptoms or the results of a recent test. This can be found at the top of a staff record, and you can change the status by clicking the pencil icon next to the status.



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|                      | Amelia Watson                                  |  |  |  |  |  |  |  |
|----------------------|------------------------------------------------|--|--|--|--|--|--|--|
| ↑ Upload Photo       | Start date: 01/10/2021                         |  |  |  |  |  |  |  |
|                      | Covid-19 status: No symptoms                   |  |  |  |  |  |  |  |
|                      | Position: Senior Carer at Sam's Home           |  |  |  |  |  |  |  |
| Payroll Number: 1652 |                                                |  |  |  |  |  |  |  |
| General T & A 💌      | H.R.  Payroll  Training Documents  Vaccination |  |  |  |  |  |  |  |

## **Covid Vaccination Reports**

There is a report that can be viewed at home, company and group level which allow you to view staff vaccination details.

| ۵ | Covid Vaccination Status | This report is an export of the staff covid vaccination details and is available at home, company and group level. |
|---|--------------------------|--------------------------------------------------------------------------------------------------------------------|
|   |                          |                                                                                                                    |



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