staff record – vaccination.

This guide explains the vaccination section of the staff record, and how it can be used to track staff covid vaccination details, as well as monitoring and reporting on those details.

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.

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.

covid vaccination reporting.

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