

# COVID-19 Vaccination Solution: Preparing for a Safe Return to Work

*Gathering vaccination data is easier said than done; this solution converts the question into a simple workflow while picking up, storing, protecting, and compiling critical data from employees along the way. This solution puts organizations a few steps closer to getting the office opened and keeping employees safe.*

As the world continues to respond to the COVID-19 pandemic, organizations must adapt and shape their operations to maintain both critical functions and a safe work environment. Initial guidance first advised face masks and social distancing as spread mitigation tactics. Health organizations still maintain that these measures are effective. The widespread availability of vaccines in some countries, however, has added an additional safety step for organizations.

To adapt to the new circumstances of the pandemic, some organizations are implementing COVID-19 vaccination mandates. Doing so not only ensures the safety and health of employees, it fosters a safe work environment and will help simplify and speed up the return-to-work and office reopening processes.

Like many other business functions and operations, COVID-19 vaccination verification programs will benefit from process automation technology. Digitization makes outreach and workflow initiation simple and increases engagement, ensuring an organization's HR department receives a wealth of confirmations from employees.

The process begins with a Veoci Workflow. This first step appears as a Form, and asks for basic identification information from the user. Additionally, an organization can capture data such as employee numbers or IDs, enabling data standardization and preventing duplicate entries.

Getting word out is painless as well. A link to the Workflow's Form can be included in notifications or emails, ensuring visibility of the program throughout an organization.

After employees fill out their basic information, the form will ask for their vaccination status. Thanks to Veoci's features and customization, organizations can gather this data from employees in a few different ways.

The first option is a photo of their existing vaccination record, which is most likely the card provided to individuals on-site; other records can also be attached to this field. This method captures all relevant data, including dates and dose lot numbers. The Form can also require users to manually enter the data from their record.

Employees are done with this Form once they submit their entry. Because this Form is actually a Workflow, it progresses to the next step: employer verification.

This step can be automatically routed to appropriate personnel, who can fill out a few simple fields. Depending on the inputs from HR personnel, this step will approve or deny an employee's entry once submitted by HR. In the event of a false record, the Workflow will instantly trigger an HR follow-up. With the data provided in the first step, HR can also cross-reference an employee's record with public and state vaccination records, ensuring truthful data throughout the process.

Every process needs administration, and this Veoci solution guarantees that inclusion. All the data from the entries comes together in a Dashboard, providing on-lookers a complete scope of the program. This Dashboard includes views accepted submissions, pending submissions, rejected

submissions, pending follow-ups and demographic by status and department. Charts and graphs make gleaning information possible at a glance, and convenient and quick means of reporting to leadership.

The return to work can't be done without a few processes in place first. These processes help build a safe working environment, an imperative in the midst of a global pandemic. Whatever measures an organization puts in place should be thorough and efficient, ensuring everything is done right the first time. Digital platforms bring that reliability to the table, and put all the possibilities into the hands of the personnel overseeing the operation.