



TO: ALL CCLS, CLE, Fast Pace, and Magnolia Hill – MTP employees
FROM: CCLS COVID 19 Task Force
DATE: 2/2/2021
RE: COVID UPDATE #24

COVID Vaccine Documentation in ECP

In ECP there are two fields on the resident file page to document the COVID vaccine. There is a field for Dose 1 and a field for Dose 2 (if required). The resident file page can be accessed by clicking on a client's image and then clicking on the image again in the window that pops up. A second path is to click on the client's image, then the Resident tab, and finally the Resident File button. The accompanying paperwork/documentation can be uploaded and stored in the files tab.

To name the uploaded document, indicate the 4-digit year, 2-digit month, 2-digit day followed by the name of the document. For example, 2021 02-03 COVID Vaccine Dose 1

COVID-19 Vaccine Stipend Check

The decision to get the COVID Vaccine is 100% yours. CCLS recommends you contact your primary care physician and ask them if it is medically safe for you to receive the vaccine. If it is safe, CCLS is encouraging all employees to take the COVID-19 vaccine when offered. The vaccine is free. It will add protection to you, your loved ones, and those we serve.

Each employee who receives the proper dose (or doses) COVID-19 vaccine will receive a \$250 CCLS Vaccine Stipend Check. This offer is for all current employees and new employees hired through 10/1/21. This includes all employees working for CCLS, CLE, Fast Pace, and Magnolia Hill - MTP. To receive this CCLS COVID Vaccine Stipend Check, you must:

1. Receive the required dose or doses of the COVID-19 vaccination.
2. Be employed with CCLS through the pay period when the Vaccine Stipend Check will be issued.

We anticipate the checks will be deposited into your account 2-3 weeks after you submit the appropriate paperwork documenting that you have received the proper dose or doses. You will see it listed on your paystub on a line that reads: "VAC STIPEND". This will be issued as a separate check.

COVID VACCINE INFORMATION

The FDA and CDC have two current Vaccines available from Pfizer and Moderna. You can ask the person giving you the vaccine if they have any information. Below are links to their websites for more information.

<https://www.fda.gov/media/144638/download>

<https://www.fda.gov/media/144414/download>

Resources:

The latest from CCLS: <https://www.cclswi.org/covidupdates.html>

The latest from Wisconsin's DHS: <https://www.dhs.wisconsin.gov/covid-19/index.htm>

The latest from the CDC: <https://www.cdc.gov>