If an employee previously submitted proof of vaccination to Employee Health Services (EHS), for example in connection with travel or contact tracing, do they need to resubmit proof of vaccination?

Yes, they will need to resubmit their information through the [Employee Vaccination Status site](#) to get a sticker.

Does the manager need to keep a copy of the verification email?

No, an employee just needs to show the manager the verification email they receive from EHS.

If an employee gives consent for EHS to download vaccine data from Epic, will any other protected health information (PHI) be accessed or shared with EHS?

No, only COVID-19 vaccine data will be downloaded via an electronic process and no other PHI is accessed.

If an employee deleted their verification email from EHS before showing it to their manager, how do they get a sticker?

As a manager, you are able to look up an employee's eligibility for a sticker on the Vaccine Management Status Dashboard, which is accessible through IT-DAC in the Employee Covid Vaccine Mgt and Attestation tile. The Dashboard allows you to view employees by MSHS Department or to look up employees by life number or last name. If you need access to the dashboard or have questions about it, email #Dashboard@mountsinai.org.

Once an employee has electronically granted permission to download their vaccine status from Epic or uploaded proof of vaccination, how long does it take EHS to verify their status?

Vaccine statuses downloaded from Epic take up to three business days for verification. For uploaded proof of vaccination, verification takes approximately five business days.

If an employee has more than one Mount Sinai Health System ID badge, can I give them a sticker for each badge?

No, vaccinated employees must only be given one sticker that is affixed to their primary badge.

Does submitting proof of vaccination require that remote staff need to return to the office?

No, this is for people who already are coming to work onsite. Those who are working remotely can continue to do so unless you hear otherwise from your manager. However,

all employees are welcome to submit their data so that they can collect their sticker the next time they go to the office.

If some of my staff are working remotely and submitted proof of vaccination, how do I give them their COVID-19 sticker?

Employees working remotely should be given their sticker next time they are onsite. Please do not mail stickers to employees.

If an employee has submitted proof of vaccination and has a COVID-19 vaccine sticker do they still need to complete the COVID-19 daily symptom attestation?

Yes, under New York State Department of Health rules the attestation still needs to be completed daily.

How does an employee who was vaccinated outside the United States show proof of vaccination?

Employees vaccinated internationally can use the same Employee Vaccination Status site as other employees to get a sticker. They should select Vaccinated Abroad, and will need to answer a few questions and submit documentation. EHS will review the submission and send a verification email when completed.

Where should the sticker be placed on the ID badge?

We recommend placing it at the lower right corner. However, if that area is already occupied by a flu sticker or something else, you can put the COVID-19 sticker anywhere as long as it does not obscure other information on the badge.

I have distributed all the stickers in my packet; how do I get more?

Please email your local EHS office to arrange pick up of additional stickers.

MSH	employee.health@mountsinai.org
MSBI/NYEE/MSB	employeehealthservices2@mountsinai.org
MSQ	employeehealthmsq@mountsinai.org
MSW	ehsphysicalsmsw@mountsinai.org
MSM	ehsphysicalsmssl@mountsinai.org