



# Vaccination Verification Reference Guide

## VACCINE TRACKING REPORT

Visibility to all individuals you need to track vaccination status, test results or exempt status with a high-level status view and drill-down capabilities. A user-friendly search function to find an individual by Name or filter by Status Reason, Last Tracking Event, and/or assigned Designation. Easily sort by column header or download a CSV for deeper analysis.

## VIEW OF CURRENT INDIVIDUAL STATUS

The high-level view of the Vaccine Tracking Report provides a quick view of individual's status set **by the last processed submission**. All individuals will default to the **Status** "Require Proof" and **Status Reason** "Not Reported" until their first submission when the following **Statuses** apply.

SUBMITTED
The individual has no processed or verified submissions and/or and at least one submission is "In Review."
REQUIRE PROOF
The individual has no processed or verified submissions, and no submissions "In Review," or if the most recent submission was processed as "Test Result – Negative."
VERIFIED COMPLIANT
The individual has made a submission, the submission was verified and was processed as "Fully Vaccinated" or "Exempt."
TESTING
The individual has submitted a non-denied, processed submission of either positive or negative test results.



Filter by

Status Reason

Last Tracking Event

Designation

**Filter by Status Reason**

- Not Reported** -- no submission has been received by the individual.
- Invalid Documentation** -- a submission was denied for invalid documentation, not legible, no documentation.
- In Review** -- a submission is waiting to be reviewed by BASIC.
- Fully Vaccinated** -- see current CDC guidance for definition of fully vaccinated.
- Partially Vaccinated** -- see current CDC guidance for definition of partially vaccinated.
- Tested Negative** -- the individual's last test result received was negative.
- Test Positive** -- the individual's last test result received was negative.
- Exempt** -- the individual's has submitted an exempt reason of work from home, exclusively outdoors, or no contact with others in the workplace.
- Testing Overdue** -- not yet implemented.
- Indeterminate** -- you may ignore this status option as its not applicable for end-user purposes.

Filter by

Status Reason

Last Tracking Event

Designation

## DESIGNATIONS

Workplace rules may be different based on your location or role in the company. For example, individuals who work exclusively outdoors may have different requirements than those who work indoors. We've identified a few common workplace designations but an employer may choose their own – ask us how!

**Contractor-subcontractor** - A contractor or subcontractor who works at your worksite. This can be a contract employee, cleaning help, maintenance companies, etc.

**Federal contractor** – Employee who is subject to the Federal Contractor Vaccine mandate issued by the Safer Federal Worker Task Force.

**Healthcare workforce** - Healthcare worker subject to the vaccine mandate issued by the Centers for Medicare and Medicaid Services (CMS).

**In-person customer meeting** - Employee who typically works remote with no contact with employees or customers but must occasionally meet at the customer's site as part of their duties and thus may be required to test in those instances.

**In-person internal meeting** - Employee who typically works remote with no contact with employees or customers but must occasionally attend an internal meeting with other employees and/or customers that occur at one of your work sites and thus may be required to test in those instances.

**No exposure in the workplace to others** – Employee who works at a separate office space or worksite and has no contact or exposure to other employees or customers.

**Vendor** – Individual who provides services or goods to your company (e.g. a paper supplier) who will be visiting your location to review inventory or make deliveries.

**Visitor** – Individual who is visiting your facility and does not fall into the category of vendor or contractor (e.g. sales rep)

**Work from home** – Employee who works exclusively from home having no contact with other employees or customers.

### What's information is provided to the employer in realtime?

Positive test results and exemption status submission are updated on the Tracking Report immediately after submission. Vaccination Records and negative test results will take at least one business day to verify.

**Work exclusively outside** – Employee who works outdoors for the duration of every workday except for the minimis use of indoor spaces where other individuals may be present (bathroom, admin offices) as long as the time spent indoors is brief, or occurs exclusively in the employee's home (e.g. a lunch break at home). This employee should not routinely occupy vehicles with others as part of work duties including driving to a worksite together in a company vehicle. The employee's work must truly occur **outdoors**, which does not include buildings under construction where substantial portions of the structure are in place, such as walls and ceiling elements that would impede the natural flow of fresh air at the worksite.

**Work on campus** – Employee who works at your worksite everyday or several days a week, month, etc.

**Terminated (Required)** – Employee terminated employment.

**On Leave (Required)** – Employee on leave of absence.

**Testing Suspended (Required, if testing allowed)** – If an employee has received a positive COVID-19 test, or has been diagnosed by a license healthcare provider, the employer must not require that employee to undergo testing for 90 days following the date of their positive test or diagnosis. This provision is specifically intended to prohibit screening testing for 90 days because of the high likelihood of false positive results that reflect a past infection. When the employee returns to work, they must continue to wear a face covering.

### Need assistance?

Contact BASIC Customer Care at 800-444-1922

Enter your Account Manager's extension (if known) or Press 4.

