

Dec. 30, 2020

In an effort to increase access and vaccinate as many healthcare workers as possible, New York State Department of Health has removed some of the strict stratification criteria hospitals were initially required to use in order to prioritize Phase 1A staff (healthcare workers, both clinical and non-clinical, in patient care settings).

Removal of this regulatory barrier, coupled with the delivery of more vaccine, allows us to open vaccination appointments to all Upstate healthcare personnel (clinical and non-clinical) who work in our inpatient and outpatient areas, beginning today.

Anyone who interfaces in hospital or outpatient care areas is eligible. We are working on the ability to offer vaccines during off shifts and weekend hours. If you try to sign up for the vaccine and are unable to do so, because the schedule is full, do not worry. More vaccine is steadily arriving, and Upstate will have the ability to vaccinate all who want a vaccine.

Here are the steps to sign up for an appointment to receive the vaccine:

Step 1: Click on this link <https://mychart.upstate.edu/MyChart/uhemployeevaccine.html> to schedule an appointment slot at the Upstate Hospital Downtown location. Click on this link to <https://mychart.upstate.edu/MyChart/ccemployeevaccine.html> schedule an appointment slot at the Upstate Community Hospital location.

If you need assistance with MyChart, please call the MyChart Help Desk at 1-(800)-231-6899.

Step 2: After selecting your appointment, you can either link your appointment to your current MyChart account, or you can "Continue as a Guest".

Step 3: After confirming your appointment, you will be prompted to sign a consent. Please print the consent, and bring it with you, along with your Upstate ID.

Important Information:

- Please note which location you signed up for:

Downtown Location

Kinney Performance Center 11<sup>th</sup> Floor Golisano Children's Hospital (past Café Kubal), One Children's Circle, Syracuse, NY 13210

Community Location

Community Room (across from the cafeteria in the basement), 4900 Broad Road, Syracuse, NY 13215

- You will need to be symptom free in order to receive the vaccine. You cannot receive the vaccine if you have participated or are participating in the COVID-19 vaccine trial.

- Once you arrive for your appointment, you will be directed to fill out an online Department of Health questionnaire link.
- After you get the vaccine, you will receive a MyChart notification to schedule your 2<sup>nd</sup> dose. **IT IS ESSENTIAL TO RECEIVE THE 2<sup>ND</sup> DOSE OF THE VACCINE IN THE SPECIFIED TIME FRAME, IN ORDER FOR THE VACCINE TO EFFECTIVELY PROTECT YOU AGAINST COVID-19.** Remember - you must **ACTIVATE** your MyChart account if you signed up as a guest in order to receive your 2<sup>nd</sup> dose notification.
- Attached are COVID-19 vaccine fact sheets that will answer any questions you may have.

We are committed to making vaccine and appointments accessible immediately. Please assist in expediting the process by following the above steps, coming to your appointment prepared, and maintaining safe distance from others while waiting to enter the clinic.

Thank you,

The Vaccine Team