**Vaccination Verification**  
Employer Announcement Template

**Audience**: Employees, contractors, vendors, etc. of an employer who has Vaccination Verification from BASIC.

**Subject**: Your Help is Needed – Upcoming Implementation of Vaccination Verification Program

Our primary goal is to keep you safe in the workplace. To help us achieve this goal, we will be conducting a COVID-19 vaccination and testing verification program to minimize the risk of COVID-19 transmission in the workplace.

**We need your help.** BASIC, a third-party administrator who assists in such verifications, will be sending an email in the next few days to all employees, contractors and vendors. BASIC will request certain documentation to verify your COVID-19 vaccinations. If you are not vaccinated, they will inform you (via email) how you can submit your required documentation for testing.

**We ask that you make every effort to provide BASIC with your information in a timely manner. You will have access to a free mobile application to privately and securely upload your documents to BASIC who will maintain the complete confidentiality of your information.**

It is also important to note the following:

* Your participation is mandatory. **Please read the attached policy document** for more information regarding our Vaccination Verification program (or Vaccination and Test Verification Policy)
* You must provide documentation for this vaccination verification or testing program. If you have an exemption from being vaccinated, you must test and wear a mask while at work.
* We will provide time off for you to get your vaccination and a time you need to recuperate, please contact Human Resources.

Thank you for your attention to this matter.