



Bulletin

Date: April 16, 2021
To: VSB Members
From: Kathie Currie, Staff Representative
Re: VCH Vaccination Program for VSB Members

Letters for Long-term EOCs at a Site:

- When your school is listed by VCH as eligible for vaccination at a K-12 clinic, staff from your school are required to present government issued identification (driver's license, passport, care card) and a recent VSB pay stub to confirm they work at your school.
- For long-term and perm substitutes, their pay stubs may say "unassigned". The attached word template (*Vaccination Employee Verification Ltr from school site*) is provided for you to draft a letter on school letterhead to provide to long term EOCs at your site for them to present at the vaccination clinic.
- This letter should not be issued to short term EOCs or itinerant staff who are not regularly assigned to your site or are on a short term (less than a week) assignment. Again, all staff who want to be vaccinated will be scheduled as part of this vaccine rollout.
- If the pay stub for any other staff at your site does not reflect they work at your site please also issue them a letter to confirm they are assigned to your site.

Student Teachers:

- We have now heard that student teachers currently doing their practicum **are eligible** to be vaccinated along with the school where they are completing their practicum. Please use the same template to issue a letter to any practicum students at your site for them to present at the clinic.

Onsite Daycares, Preschools and Bus Drivers:

- When your school is identified by VCH as eligible for vaccination, the staff at pre-schools, daycares, and childcares (out-of-school care) located on the school site are also eligible for vaccination as part of the K-12 vaccine rollout.
- Please use the letter noted above and issue it to the director/lead operator of the daycare or preschool. They can use this letter to issue to their staff, in place of a VSB pay-stub at the clinic.
- Bus drivers for District programs and swing sites will be contacted by District Learning Services and the Transportation Desk to arrange for their vaccination opportunity.

Staff on Leave from the District:

- Staff on Leave from the District will be eligible for vaccination upon their return to work.

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