Message to volunteers asking them to complete vaccine verification

Sent to: All active volunteers (have logged hours in the past 1 months)

Subject: Important Action Required: SJPL Volunteer COVID-19 Vaccine Verification

Body:

To our valued Volunteers,

As many of you know the City of San Jose recently instated a COVID-19 Vaccination mandate for all City workers. This mandate extends to permanent staff, contract employees, and volunteers. **Please note that the mandate is consistent for all City workers and vaccine verification is required for volunteers and employees that work completely remotely/virtually as well as those that work at a City building.**

For additional information about the City’s COVID-19 Mandatory Vaccination and Testing Policy, refer to the full Policy: [City’s COVID-19 Mandatory Vaccination and Testing (sanjoseca.gov)](https://www.sanjoseca.gov/home/showpublisheddocument/76359/637666868774930000)

**As a current SJPL volunteer, please verify your vaccination status by [Date]**. To verify your vaccination status, email a photo of the front and back of your vaccination card to [email@email] or attend one of the following zoom meetings to show your vaccination card to a member of Library Personnel.

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| --- | --- | --- |
| **Date & Time** | **Zoom Link** | **Additional Meeting Details** |
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If you have not been vaccinated, are not fully vaccinated, or have a medical or religious exemption, please contact Library at [email@email] and they will follow up with you to provide additional information. **All volunteers are required to either attend one of these sessions to verify vaccination status or notify the Library at** email@email] **of their status.**

Your personal information and vaccination status will be kept private and will not be recorded on your volunteer profile.

**If you are no longer able to volunteer for the Library, please reply to this email to let me know so that I can archive your volunteer account.**

**If you lost your physical vaccine card**, please go to [myvaccinerecord.cdph.ca.gov](http://myvaccinerecord.cdph.ca.gov/) to access your vaccination record digitally. Save your QR code to your phone and present it at one of the above Zoom meetings.

Thank you,

Jason Pell