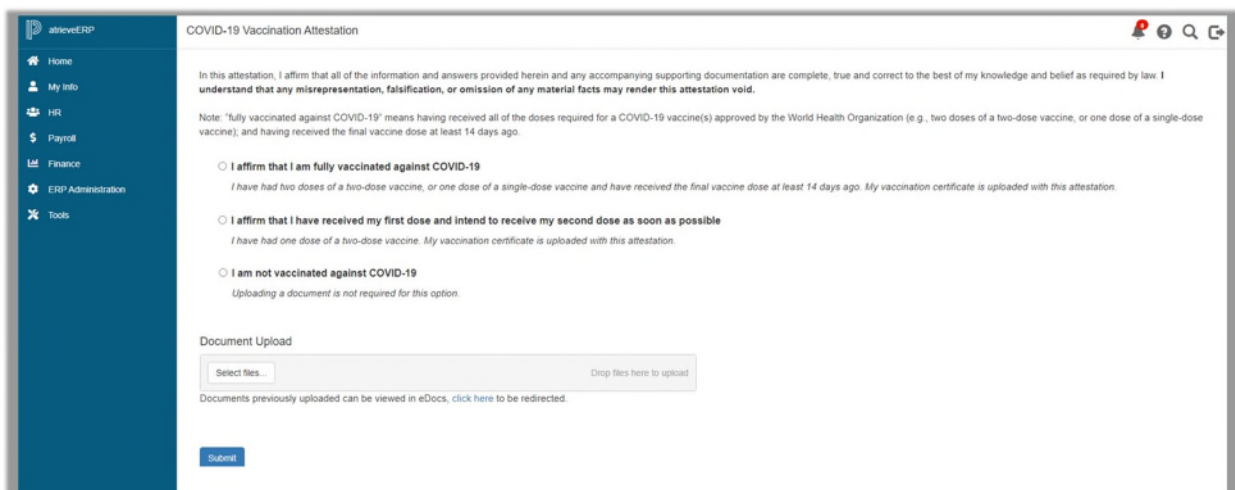


# COVID-19 Attestation Form – Guide for Employees

### Attestation Declaration

1. Navigate to My Info > Documents & eForms
2. Select the menu item 'COVID Attestation' and the screen below will display
3. Mandatory: Read the form carefully and click on the option that is appropriate for you:
  - I affirm that I am fully vaccinated against COVID-19  
*(REMINDER: Fully Vaccinated means an individual has received the second dose of a two-dose COVID-19 vaccine or the first dose of a single-dose immunization series at least 14 days ago).*
  - I affirm that I have received my first dose and intend to receive my second dose as soon as possible
  - I am not vaccinated against COVID-19
4. Mandatory: Upload supporting documentation by either using drag and drop, or by clicking on the Select files button. Note that any documents uploaded will be stored in 'My Documents' (eDocs) for future reference. There is a link to your documents located below the document upload control (i.e. where it says 'click here')
5. Proof of Vaccination – means documentation verifying receipt of a vaccination series approved by Saskatchewan Health which may include one of the following: card issued at time of vaccination by SaskHealth; or a copy of their vaccination record, which is obtained online through MySaskHealthRecord; or proof of vaccinations through system issued by the province of Saskatchewan (QR Code); or letter from doctor or pharmacist.
6. Click Submit
7. Note that if you need to change your response or upload additional documents at a future date, you may do that by navigating to this form again. If you do change your response, you will be required to upload a new supporting document.
8. If you have questions about this attestation form, send your inquiries to [human.resources@prairiesouth.ca](mailto:human.resources@prairiesouth.ca)

NOTE: Any Employee who is unable to be vaccinated is encouraged to discuss their situation with their supervisor and the Superintendent of Human Resources to determine whether an accommodation under The Saskatchewan Human Rights Code might be appropriate. In these cases, you will select option #3 "I am not vaccinated against COVID-19"



The screenshot shows a web browser window displaying the 'COVID-19 Vaccination Attestation' form. The left sidebar contains navigation links: Home, My Info, HR, Payroll, Finance, ERP Administration, and Tools. The main content area includes a disclaimer, a note about the definition of 'fully vaccinated', and three radio button options for vaccination status. Below the options is a 'Document Upload' section with a 'Select files...' button and a 'Drop files here to upload' area. A 'Submit' button is located at the bottom of the form.

November 2, 2021

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