

**DATE:** January 15, 2021  
**TO:** All CCSD Employees  
**FROM:** Nadine Jones, Chief Human Resources Officer  
**SUBJECT:** COVID-19 Vaccinations Update

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On January 11, 2021, Nevada's Vaccination Program was updated to include "Frontline Community Support" near the top of the prioritization list. Since education is included in this list, all CCSD employees will soon be eligible to register to voluntarily receive the vaccine. However, if employees are eligible to receive the vaccine through the Southern Nevada Health District or community sites and are able to do so prior to CCSD employees being prioritized, they are encouraged to take advantage of that opportunity.

We understand that many employees are awaiting information about how to receive the vaccine and next steps, and we will provide an update as soon as we can. We ask for your patience as we work with community partners to collect the logistical information for vaccine registration and administration. We will send additional communication as to when CCSD employees are eligible to register for the vaccine.

In preparation for the vaccine administration, CCSD has developed a secure and private method for employees to enter their vaccination information, including a decision to not receive the vaccination. The system will allow employees to easily report their immunization information, as well as provide a courtesy reminder to the employee of the date they are eligible to schedule and receive their second dose. Employees are encouraged to visit <https://riskmanagement.ccsd.net/covidentry> to enter the vaccination information after receiving each dose. The immunization information will remain confidential. Questions about the immunization record collection process can be directed to [riskmanagement@nv.ccsd.net](mailto:riskmanagement@nv.ccsd.net).

A special thanks to our CCSD nurses, some of whom will be assisting the community with vaccine distributions and who have all been a tremendous support throughout this health crisis.

The CCSD survey to understand how many of our employees plan to choose to receive the vaccine is open through the end of today, Friday, January 15, 2021. If you have not had an opportunity to respond, please take one minute to do so as it will be of great help to state and local health officials in the planning and distribution of the vaccine. Please access the survey by selecting this hyperlink, <https://forms.gle/eNEsDU8yWq8cdve16>.