

COVID-19 Vaccine Reporting

Have your COVID-19 Vaccination Record Card available

Upload photo or scan Vaccination Record Card to your desktop

Click this link: <http://riskmanagement.ccsd.net/coventry> to open Origami Tracker

Click "COVID-19 Vaccine Initial Dose" button

ORIGAMI RISK
CCSD COVID-19 Illness Tracker Submission

Covid-19 Incident Reporting FAQ

Welcome to the Risk Management Department COVID-19 incident reporting page. Please include as much information as possible when submitting. Any additional information can be sent to Risk Management via email at liability@nv.ccsd.net, referencing the incident number to protect personal information.

All information obtained in reference to an employee's health status is CONFIDENTIAL. Please do not issue any notifications to staff or the community without going through the proper channels. All notifications will be drafted and approved by Communications in consultation with health officials.

UPDATES

- If you have a copy of lab results from the employee, these can be uploaded in the file attachment area after you hit "Complete Incident" on the incident report.
- The supervisor selection box is now a drop down selection. The supervisor selected will receive an email with further directions and helpful tips.
- More helpful information can be found on the [CCSD Risk Management COVID-19 Page](#).

[Submit a new COVID-19 Tracking Event](#)

Click Here COVID-19 Vaccine Submission

Select the buttons below to submit your COVID-19 Vaccination dates.

[COVID-19 Vaccine Initial Dose](#) [COVID-19 Booster Vaccine](#) [Submit a COVID-19 Vaccine Waiver](#)

ORIGAMI RISK
New COVID Vaccine [Save Changes](#) or [Cancel](#)

Employee Information
Employee *

Waiver Information
Vaccination waived? *

Vaccination Information
Vaccination Date *
COVID Shot Type *
Manufacturer *
Vaccine Administered By
Lot Number
Proof of Vaccine

Use Magnifying Glass to locate Employee Name and Manufacturer

Enter:

- Vaccination Date (Date you received Vaccine)
- Manufacturer (Moderna, Pfizer, etc.)
- Vaccine Administered By (SNHD, CVS, Walgreens, etc.)
- Lot Number (Located on Vaccination Record Card)
- Proof of Vaccine (Yes)
- Vaccination waived? (No)

IMPORTANT: After clicking [Save Changes](#) on this page, you will need to upload your proof of vaccination on the following page.

When complete, click "Save Changes" on top right

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Upload any relevant files

Save Successful.

You can upload any relevant documents and files for the covid vaccines you submitted in this page. Please do so below before clicking on the I'm done button.

#1 - Initial Dosage (1/9/2021)

No files uploaded.

[Upload File](#)

Click Upload File

I'm Done or [click here to log out](#)

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Upload New File

Upload Multiple Files Save or Cancel

File * Choose File No file chosen

Attached To LORI L BAUMANN - Initial Dosage (1/7/2021)

Description Immunization Documentation

Folder * CONTACT INFO

Once you have your Vaccine Record Card saved to your desktop, click Choose File then find and select the file from your desktop

Then click Save

ORIGAMI RISK

Upload any relevant files

Save Successful.

You can upload any relevant documents and files for the covid vaccines you submitted in this page. Please do so below before clicking on the I'm done button.

#1 - Initial Dosage (1/7/2021)

[Upload File](#)

Filename	Description	Folder	Entry Date
Baumann Initial Vaccine.jpg	Immunization Documentation	CONTACT INFO	01/14/2021 9:57 AM

When finished, click "I'm Done"

I'm Done or [click here to log out](#)

When finished make sure to select

