

<b>Purpose</b>	<b>Provide COVID 19 certification, vaccination, and test results</b>
<b>Timing/Information</b>	<b>Adhoc to Certify &amp; add vaccination status, weekly to upload test results</b>
<b>Navigation</b>	<b>Summit-Employee HomePage &gt; Health and Safety</b>

Select the **Health and Safety** tile on the Summit-Employee HomePage

Summit-Employee

Tennessee Warning



Summit Resources



Time Reporting by Pay Period



View Paycheck



Personal Information



Benefits



Payroll and Compensation



Health and Safety



Time by Day



Select **Certification**

Review the text and policies hyperlinked.

Select **Yes** or **No** from the Certification drop down

Select **Save**.

Summit-Employee Health and Safety

- Certification
- Vaccinations
- Test Results

Jim Smith Person ID 40079

Certification 1 of 1 | View All

Employees must complete this [Certification](#) truthfully and to the best of their knowledge.

Consent Date 10/19/2021

\*Certification ▼

By selecting 'Yes' above, you are certifying that you are fully vaccinated and will upload proof of vaccination on the Vaccinations page.

By selecting 'No' above, you are certifying that you are unvaccinated, partially vaccinated or you do not wish to provide your vaccination status\*.

\*Employees who select 'No' must upload weekly COVID-19 test results on the Test Results page in accordance with the [Employee COVID-19 Proof of Vaccination and Testing Policy](#).

Save

**Upload Proof of Vaccination**

Select **Vaccinations**

Select **Add Vaccination**

Select the appropriate option

Select **Continue**

Select the date the COVID19 vaccine was completed

Select **Add Attachment** to upload documentation of your COVID19 vaccination

Select *My Device* and choose the file that contains your vaccination documentation

Select *Upload*



The screenshot shows a 'File Attachment' dialog box. At the top, there is a 'Choose From' section with a 'My Device' icon. Below this, there are 'Upload' and 'Clear' buttons. The 'Upload' button is highlighted with a red box. In the main area of the dialog, a file named 'COVID Vaccination Card.docx' is listed with a file size of 29KB. The file icon is a blue document with a white 'W'.

Once the upload is complete, select *Done*



The screenshot shows the same 'File Attachment' dialog box as above, but now the 'Upload Complete' button is visible at the bottom right of the progress bar. The progress bar is a solid blue line. The 'Done' button is visible in the top right corner of the dialog box.

Select the checkbox ***I Agree*** after reviewing the Acknowledgement text, select **Save**

Your vaccination entry is now complete

If you certified **Yes**, no other action is required

Cancel
Vaccine Details
Save

Vaccine COVID19 Fully Vaccinated

\*Date 10/19/2021

**Attachments**

Add Attachment

Attachments	Description	Attached By	Attached On
COVID_Vaccination_Card.docx		Jim Smith	10/19/21 01:01:27 PM

**Acknowledgement**

Ramsey County is committed to protecting your privacy and ensuring that your private data is maintained and disclosed appropriately. The Employee COVID-19 Proof of Vaccination and Testing Policy identifies all potential uses and disclosures of your private data and outlines your rights with regard to your private data. Your COVID-19 vaccination status data is private data about you. You are not legally required to provide your vaccination status or proof of vaccination. However, if you do not provide the data, you will be considered unvaccinated against COVID-19, and you will be required to provide weekly COVID-19 test results as required by Ramsey County Employee COVID-19 Proof of Vaccination and Testing Policy. If you do not show proof of full vaccination against COVID-19 and fail to participate in routine COVID-19 testing as required by the policy, you may be subject to discipline, up to and including discharge. You may also be placed on unpaid leave status until demonstrating compliance with policy requirements. By certifying below, you acknowledge that you have provided information accurately and understand that providing incorrect information could lead to discipline, up to and including discharge.

I Agree

**Vaccinations**

Date	Vaccine	Status
10/19/2021	COVID19 Fully Vaccinated	Recorded

If you certified **No**

**IMPORTANT:**

Continue to the next section for directions on submitting COVID-19 test results

Please refer to the [Employee COVID-19 Proof of Vaccination and Testing Policy](#) for questions and information regarding requirements for testing.

Select **Test Results**

Select **Add Test Result**

Select **COVID19**

Select **Continue**

< Summit-Employee
Health and Safety

Certification

Vaccinations

**Test Results**

**Test Results**

No test results reported.

Add Test Result

Cancel **Add Test Result** Continue

\*Test COVID19

Select the date the COVID19 test was completed

Select from the dropdown the result of the test

Select **Add Attachment** to upload documentation of the COVID19 test result

**Test Details**

Test COVID19

\*Date 10/19/2021

Result Negative

**Attachments**

You have not added any Attachments.

Add Attachment

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I Agree

Select **My Device** and choose the file that contains your COVID19 test result documentation

Select **Upload**

**Choose From**

My Device

**File Attachment**

Choose From

My Device

Upload Clear

COVID Test File.docx  
File Size: 29KB

Once the upload is complete, select **Done**

File Attachment Done

Choose From

My Devices

COVID Test File.docx  
File Size: 29KB

Upload Complete Done

Select the checkbox **I Agree** after reviewing the Acknowledgement text, select **Save**

Your test result entry is now complete

Test Details Save

Test COVID19

\*Date

Result

**Attachments**

Add Attachment

Attachments	Description	Attached By	Attached On
COVID_Test_File.docx		Jim Smith	10/19/21 01:11:16 PM

**Acknowledgement**

Ramsey County is committed to protecting your privacy and ensuring that your private data is maintained and disclosed appropriately. The [Employee COVID-19 Proof of Vaccination and Testing Policy](#) identifies all potential uses and disclosures of your private data and outlines your rights with regard to your private data. Your COVID-19 testing data is private data about you. You are not legally required to provide your testing results. However, if you do not provide your testing data and fail to participate in routine COVID-19 screening testing as required by the policy, you may be subject to discipline, up to and including discharge. You may also be placed on unpaid leave status until demonstrating compliance with policy requirements. By certifying below, you acknowledge that you have provided information accurately and understand that providing incorrect information could lead to discipline, up to and including discharge.

I Agree

**Test Results**

+

Date	Test	Status
10/19/2021	COVID19	Recorded

Select the '+' icon on the page to enter additional test results

Health and Safety

**Test Results**

+

Date	Test	Status
10/19/2021	COVID19	Recorded

Please review the [Employee COVID-19 Proof of Vaccination and Testing Policy](#) and the [COVID-19 Employee Certification of Vaccination Status & Notice of Testing Requirements Policy](#).

If you have questions regarding this process, please email [ContactHR@co.ramsey.mn.us](mailto:ContactHR@co.ramsey.mn.us).