# EMPLOYEE EDUCATION/VACCINATION STATUS LOG: COVID-19

**INSTRUCTIONS:** This log is a *confidential* document to be used only within the facility by authorized individuals. Record each employee's name and department then record dates for offering the vaccine and required education provided. Record date employee refused the vaccine, when applicable, then record reason(s) in Comments section. Employee has the right to refuse but also has the right to later request the vaccine. If the vaccine is accepted, record the date each dose was received (N/A in 2nd dose field if the vaccine was single-dose.) Record additional Comments in that field as needed. A copy of the materials used to educate employees about the vaccine should be attached to/readily available with each log. State/Federal Survey Teams may request this log/documentation to determine the facility's compliance with F887.

| Employee Name | Department | Date Vaccine Offered | Date Vaccine Education Provided | Date Vaccine Refused | Date 1st Vaccine Received | Vaccine Name | Date 2nd Vaccine Received | Comments |
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| Employee Name | Department | Date Vaccine Offered | Date Vaccine Education Provided | Date Vaccine Refused | Date 1st Vaccine Received | Vaccine Name | Date 2nd Vaccine Received | Comments |
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