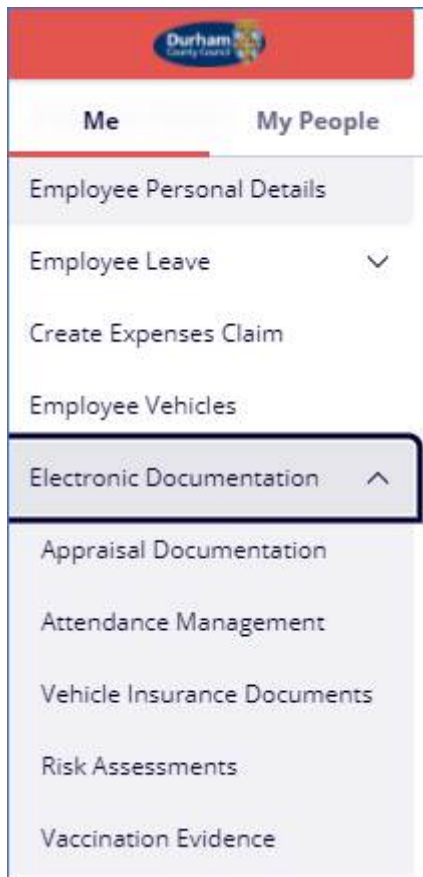


## GUIDANCE:

**Employees - uploading proof of vaccination evidence**  
**Managers – quality checking the evidence**

### Employee

Within the **Electronic Documentation** section, there will be a new option called '**Vaccination Evidence**'.



Employees will have the option to upload documents into relevant category. Individuals that have been vaccinated by the NHS in England may demonstrate their vaccination status using the NHS COVID Pass service via the following 3 routes:

- **the NHS App**
- **the NHS website – NHS.uk**
- **the NHS COVID Pass letter**

An individual's NHS appointment card cannot be used as proof of vaccination status.

# Vaccination Evidence

[NHS website](#)

Individuals that have been vaccinated by the NHS in England may demonstrate their vaccination status using the NHS COVID Pass service via the following 3 routes:

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the NHS COVID Pass letter

An individual's NHS appointment card cannot be used as proof of vaccination status.

## Store Tasks

## System Limits

Maximum file size: 200 MB

System storage remaining: 57.44 GB

## File Details

File name:  No file chosen

Category:

Comments:

Once loaded in it will appear as per below example.

# Vaccination Evidence

[NHS website](#)

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## Store Tasks

## Evidence Of Vaccinations

 Peter Johnstone -  
Medical Exemption  
Evidence.docx  
01/09/2021

## Manager

The manager will receive the BAM alert the next morning to say evidence has been uploaded.

Via **MyPeople**, the manager should select the relevant employee record from the Team Selector. They will then be able to access the **Employee Electronic Documentation** section in which there will be a new option called '**Vaccination Evidence**'.



Manager will be able to **VIEW** the documentation uploaded by the employee:

# Vaccination Evidence

[NHS website](#)

Individuals that have been vaccinated by the NHS in England may demonstrate their vaccination status using the NHS COVID Pass service via the following 3 routes:

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## Store Tasks

[Refresh document list](#)

Search documents

## Evidence Of Vaccinations

 Carly Smith -  
Vaccination  
Evidence.docx  
01/09/2021