

Hello <<FirstName>>,

We are excited to announce we partnered with SurelySafe to provide our team the opportunity to enter their Covid-19 vaccination information, Covid-19 testing results, and daily health screenings. SurelySafe can be used from a browser or by downloading the SurelySafe app on your mobile device. All information is kept strictly confidential and sent encrypted to a secured server.

Once the app is downloaded, you can click on your self-screening link below or use the self-screening link from a computer browser:

<<selfreportinglink>>

This link automatically opens the app and populates your unique user information. The app has “Notification Settings” that allow you to create pop-up reminders. If you are required to submit weekly Covid-19 testing, we suggest setting up the notifications to remind you on your weekly testing day.

As a company policy, we will verify document attachments of an employee’s vaccine card or Covid-19 test result document. You can upload these attachments using the link from a browser or within the app. Vaccine entries will show as “pending” until your Human Resources administrator approves your entries. Please check the status of this entry 1 - 2 days after submitting your information to be sure the dates and attachments have been approved. A “rejected” status may appear if the attachment was missing or dates were entered incorrectly.

For guidance on using the mobile app, please see the SurelySafe Mobile App User Guide:

[**Mobile App Tutorial**](https://surelysafe.com/wp-content/uploads/2022/01/SurelySafe-Training-Mobile-App.pdf)

If you have any questions or need assistance, please reach out to our team.

Thank you,

Employer