



## MEMO

**TO:** *All City of Boston employees*  
**FROM:** *Joanne Wisniewski, Office of Human Resources*  
**DATE:** *August 23, 2021*  
**SUBJECT:** *Steps to take in preparation for submitting COVID-19 documentation*

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Dear Colleagues,

Last week, Mayor Janey announced the City's new Vaccine Verification and Regular Testing Policy.

**Under this new policy, all City of Boston employees must either verify that they are fully vaccinated against COVID-19 or submit negative COVID-19 test results every 7 days through a secure online portal.**

Employees will also be provided paper copies of verification forms for those who cannot complete the process online.

To get ready, we suggest you take the following steps in advance:

**STEP 1: Know when you are expected to comply**



**The secure online portal will open on Monday, August 30, 2021.** At that point, you may access the portal to enter your information and upload proof of vaccination or weekly test results.



**Everyone must comply by the following deadlines:**

1. Employees serving high priority populations must comply by **September 20, 2021**. This includes (but is not limited to) the following departments:
  - Boston Public Schools
  - Boston Centers for Youth & Families
  - Boston Public Libraries
  - Age Strong
  - Commission on Disabilities
  - Others as notified
2. Employees who provide public-facing services to City residents must comply by **October 4, 2021**. This includes (but is not limited to) the following departments:
  - Public Safety
  - Parks
  - Inspectional Services
  - Registry
  - Parking Clerk
  - Onsite contractors and volunteers who work with departments serving high priority populations (see grouping above)
  - Others as notified
3. All other City employees, onsite contractors and volunteers must comply by **October 18, 2021**.



## **STEP 2: Confirm Your Ability to Log Into Access Boston**



Access Boston is the City's online system for employees to access applications and services with a single, convenient login name and password. ***It is where you will go to access the portal after it opens on August 30.***

1. **Ensure that you are able to log in to Access Boston** (*url: [access.boston.gov](https://access.boston.gov)*) and have a working password before August 30th.
2. **Make any required updates or changes to your Access Boston account.** You can change your password, add a new phone or email address to use with multi-factor authentication, and set up the PingID app on your mobile device as needed.
3. **If you have any issues logging in or questions about your Access Boston account,** contact the DoIT Service Desk at 617-635-7378.

## **STEP 3: Obtain your vaccination or test result documents**

### ***If you have been fully vaccinated:***

You should have received a card or other documentation from your healthcare provider that tells you what COVID-19 vaccine you received, the date you received each dose, and where you received it. The vaccination card is your official record that you were fully vaccinated.

1. **Locate your physical vaccination card.** If you can't find your vaccination card or are unable to obtain a copy, please see the instructions attached to this memo.





2. **Create a digital file of your vaccination card.** You may use any of these methods to do so:
  - Use your mobile device to take a clear picture of your card - ensuring that the photo is close and clear enough to read and that all of the information is legible.
  - Use your office scanner to scan and email yourself the scanned file
  - Visit your local library and use the publicly accessible computer and scanner
  - Use your personal computer and scanner at home
  - Download a scanner app to your mobile device
3. **Store the digital file of your vaccination card where you can easily access it when you need to upload it to the portal.** Here are some suggestions for storing your digital file so you can pull it up quickly when the time comes:
  - Email it to yourself with a subject line you can easily search for (like “My COVID-19 Vaccination Card 2021”)
  - Save it to your desktop or in a designated folder
  - Mark the photo as a “Favorite” in your mobile device’s camera roll

***If you are not fully vaccinated or do not intend to verify your fully vaccinated status:***

Beginning on the deadline(s) specified above, you will be expected to upload documentation of your negative COVID-19 test result to the online portal every 7 days. To prepare for your required weekly submission:

1. **Make a plan to get tested so you are able to receive your results before you are required to upload them to the portal.** Testing will be offered by the City free of charge at various times and locations to





allow for and encourage 100% compliance. You may also choose to get tested at a non-City testing facility.

2. **Reach out to the provider before you go to get tested.** Testing facilities have varying hours and policies regarding the availability of asymptomatic testing and insurance coverage. Check online or call ahead and ask the following questions:
  - Do I need to have symptoms to get tested?
  - Is testing free?
  - Is it a walk-up or a drive-thru site?
  - Do I need to make an appointment?
  - How soon will I get my results?
  - How will I receive my results?
3. Make sure the provider knows that you require documentation of your negative test result. **When you receive your negative test result, save the file so you are ready to print it and attached it to your paper form or upload it to the portal.**

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*Detailed instructions for accessing the portal and uploading your documentation will follow.*

**For more details, FAQs, and additional information regarding this policy or process, please see the Vaccination Verification or Required Testing Guide on the Hub at the url:**  
[hub.boston.gov/covidcompliance](https://hub.boston.gov/covidcompliance).

