

EMPLOYEE VACCINATION AND TESTING TRACKER GUIDE

M3's color-coded **Employee Vaccination and Testing Tracker** tool is an aid to help companies manage their vaccine and testing requirements as required under OSHA's COVID ETS.

Tracker

The Tracker tab is simple to use and allows the administrator(s) to enter the following data:

- ✓ Employee name
- ✓ Date the first dose was administered
- ✓ Date the second dose is scheduled
- ✓ Date the second dose was administered
- ✓ Shows which employees are vaccinated (green) and which ones are not (red)
- ✓ For those that are not, it provides columns to track their last and next test dates
- ✓ It also allows the administrator to know which vaccine the employee was administered*

Summary Table

This section provides summary detail of the following:

- ✓ Total number of employees entered into the tracker
- ✓ Percent of employees on the tracker that are fully vaccinated
- ✓ Number of employees not vaccinated
- ✓ Number of employees on their first dose
- ✓ Number of employees that have not started their vaccination
- ✓ Number of employees not vaccinated, but are scheduled
- ✓ Number of employees fully vaccinated by each manufacturer vaccine type
- ✓ Number of employees past due for testing

* The vaccine manufacturer type is especially important to aid in meeting the January 4, 2022 compliance date. The Moderna vaccine series takes 28 days to complete and must be started no later than December 4, 2021 to meet the January 4, 2022 compliance date. The Pfizer-BioNTech vaccine series takes 21 days and must be started no later than December 14, 2021 to meet the January 4, 2022 compliance date. The Johnson & Johnson vaccine series takes 1 day to complete so it must be administered no later than January 4, 2022 to be in compliance.