



MEMO

TO: ALL EMPLOYEES, VENDORS, AND AGENCY STAFF

FROM: Dr. Gregory Shahum, Administrator

DATE: August 19, 2021

**SUBJECT: Authenticating Vaccination Status for Individuals
subject to *Executive Order No. 13B***

In the continued development of mandating employees, vendors, and agency staff to have the COVID-19 Vaccination before entering the facility; we are in need of a signed **Declaration Attesting to the Authenticity** of an individual's CDC COVID-19 Vaccination Card.

Attached to this memo is an **Authenticating Vaccination Flyer** highlighting the four means by which you can submit your documentation, along with the **Declaration Form** needed to be completed together. We will have copies of the forms available at the front entrance of the Notre Dame building as well as electronically.

The Official Deadline set by **Executive Order No. 13B** is September 7, however we are asking for your support in submitting by **September 1st**. Please forward all information directly to the Administrator at gshahum@ndhrehab.org or 203-847-5893. Failure of a long-term care facility to comply with the order will subject the facility to a \$20,000 civil penalty per day.

***Thank You for Your Continued Support and Cooperation,
Notre Dame Team***