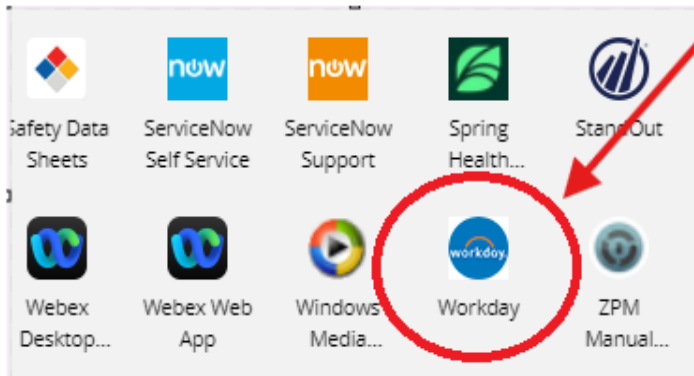
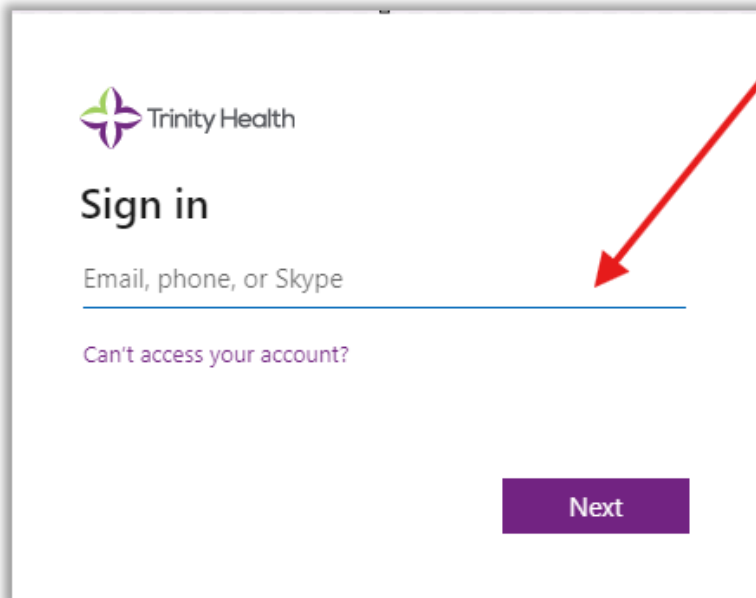


## Colleague Job Aid: 2024-2025 Workday Influenza Vaccination Questionnaire



Step #1:

While at work, you can launch the Workday application on ZenWorks window



Step #2:

Log in using your Trinity Health email address and network password if single sign on does not populate.



Step #3: Influenza Vaccination 2024-2025

On Workday homepage, you will see "Announcements" on right side of the screen.

Using the arrows, you would scroll until arriving at the Trinity Health Influenza Vaccination 24-25 announcement.



Step #4:

Once you select the Trinity Health Influenza Vaccination 2024-2025 announcement, this page will pop up and at the bottom is a link that will launch the questionnaire.

### Trinity Health Influenza Vaccination 2024-2025

Dear Colleagues,

It's time to ensure you are vaccinated against influenza (flu). For the 2024-2025 fall season, you will be required to provide one of the following: proof of both your updated 2024-2025 flu shot, 2024-2025 Medical Exemption, or 2024-2025 Religious Exemption. Colleagues that reside in Fresno County, California or Illinois are **not** eligible to submit a Vaccine Declination for the 2024-2025 influenza season.

Trinity Health is required to report this information, including reason for declination, to the Centers for Disease Control and Prevention (CDC) and the Centers for Medicare and Medicaid Services (CMS) to meet reporting requirements.

2024-2025 Influenza Vaccine Information – **due November 30, 2024**  
All colleagues must complete this requirement in Workday. You can learn more about the influenza vaccine by visiting the CDC's website: <https://www.cdc.gov/flu/about/index.html>.

Trinity Health strongly encourages all colleagues get vaccinated against the flu. Please encourage patients and residents you care for, family and friends to get their flu vaccines this fall, too. Widespread flu on top of continuing COVID transmission may result in high demand for health care services – especially those who develop severe illness from either or both viruses.

Thank you for your commitment to preventing the spread of the flu.

Click below to complete the Influenza questionnaire. The questionnaire should not be submitted more than once. If you need to make changes regarding your influenza vaccination record after completing the questionnaire, please contact your ministry's Employee Health Office or HR Shared Service Center through HR4U.  
Flu Vaccination (CA\_IL)

[Trinity Health Influenza - Fresno County and IL](#)

## Trinity Health Influenza Questionnaire

This is the questionnaire for Trinity Health excluding Fresno County and ILL

This is the influenza vaccination questionnaire for Trinity Health colleagues.

All Trinity Health colleagues are required to complete their 2024-2025 Influenza (flu) vaccination record by **November 30, 2024**. For more information on the vaccination, please feel free to review the Vaccine Information Statement (VIS) at <https://www.cdc.gov/vaccines/hcp/vis/vis-statements/flu.pdf> and the benefits of the flu vaccine at <https://www.cdc.gov/flu-vaccines-work/benefits/index.html>.

### Questionnaire Instructions:

- (1) Only one "yes" answer should be recorded on the questionnaire.
  - (2) The questionnaire should not be completed more than once during the vaccination reporting period which ends on 11/30/24. If you need to update your vaccination record after November 30, 2024, please reach out to your ministry's Employee Health Office or contact the HR Shared Services Center through the HR4U portal.
  - (3) If you received your flu vaccines elsewhere, you are required to upload a copy of your vaccination record. Failure to provide sufficient proof of your 2024-2025 flu vaccine may require you to locate and submit proof later for audit and regulatory compliance.
- Thank you for your commitment to preventing the spread of the flu.

- I received my 2024-2025 flu vaccine on-site at a Trinity Health Employee Health Office or Human Resource sponsored flu vaccine clinic.
- I did not receive my 2024-2025 flu vaccine on site through my employer, Trinity Health. I did receive my 2024-2025 flu vaccine elsewhere.
- I am declining the 2024-2025 Influenza vaccine at this time.

- Received through Employee Health/Human Resource Sponsored
- Received Elsewhere
- Declination

**Step #5:**  
Please review the questionnaire instructions.

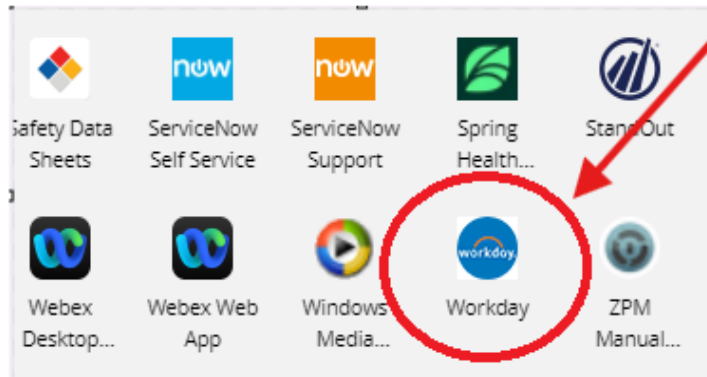
Once you have completed all questionnaire requirements for your 2024-2025 flu vaccination record, click the "submit" button.

Submit

Save for Later

Cancel

## Colleague Job Aid: 2024-2025 Workday COVID Vaccination Questionnaire



Step #1:

While at work, you can launch the Workday application on ZenWorks window



### Sign in

Email, phone, or Skype

[Can't access your account?](#)

Next

Step #2:

Log in using your Trinity Health email address and network password if single sign on does not populate.

Good Afternoon,

It's Tuesday, September 17, 2024

Announcements



Trinity Health Covid  
2024-2025

Dear Colleagues. It's time to  
ensure you are vaccinated ...

Step #3: COVID Vaccination 2024-2025

On Workday homepage, you will see  
"Announcements" on right side of the screen.

Using the arrows, you would scroll until arriving at the  
Trinity Health COVID 2024-2025 announcement.

Step #4:

Once you select the Trinity Health COVID 2024-2025 announcement, this page will pop  
up and at the bottom is a link that will launch the questionnaire.



### Trinity Health Covid 2024-2025

Dear Colleagues,

It's time to ensure you are vaccinated against COVID. For the 2024-2025 fall season, you will be required to provide one of the following: proof of your updated 2024-2025 COVID shot, or complete and submit a Vaccine Declination indicating the reason you are declining the 2024-2025 COVID shot. Colleagues that work in Philadelphia, PA are not eligible to submit a Vaccine Declination for COVID but will have option to submit a 2024-2025 Medical Exemption or Religious Exemption for the COVID shot, applicable.

Trinity Health is required to report this information, including reasons for declination, to the Centers for Disease Control and Prevention (CDC) and the Centers for Medicare and Medicaid Services (CMS) to meet reporting requirements.

2024-2025 COVID Vaccine Information – due November 30, 2024

Colleagues must complete this requirement in Workday. You can learn more about the COVID vaccine by visiting the COVID Prevention page on the CDC's website <https://www.cdc.gov/covid/vaccines/stay-up-to-date.html>.

Trinity Health strongly encourages all colleagues get vaccinated against COVID. Please encourage patients and residents you care for, family and friends to get their COVID vaccines this fall too. Widespread flu on top of continuing COVID transmission may result in high demand for health care services – especially those who develop severe illness from either or both viruses.

Thank you for your commitment to preventing the spread of COVID.

Please click below to complete the Covid Vaccination Questionnaire. The questionnaire should not be submitted more than once. If you need to make changes regarding your COVID vaccination record after completing the questionnaire, please contact your ministry's Employee Health Office or HR Shared Service Center through HR4U.  
Covid Vaccination

TH Covid Vaccination

## Trinity Health Covid 2024-2025

Covid Questionnaire 2024-2025

This is the COVID vaccination questionnaire for Trinity Health colleagues

All Trinity Health colleagues are required to complete their 2024-2025 COVID vaccination record by **November 30, 2024**. For more information on the vaccination, please feel free to review the Vaccine Information Statement (VIS) at <https://www.cdc.gov/vaccines/hcp/vis/vis-statements/COVID-19.pdf> and benefits of COVID vaccine at <https://www.cdc.gov/covid/vaccines/stay-up-to-date.html>

### Questionnaire Instructions:

- (1) Only one "yes" answer should be recorded on the questionnaire.
  - (2) The questionnaire should not be completed more than once during the vaccination reporting period which ends on 11/30/24. If you need to update your vaccination record after November 30, 2024, please reach out to your ministry's Employee Health Office or contact the HR Shared Services Center through the HR4U portal.
  - (3) You must upload proof of your COVID vaccination record. Failure to provide sufficient proof of your 2024-2025 COVID vaccine may require you to locate and submit proof later for audit and regulatory compliance.
- Thank you for your commitment to preventing the spread of COVID.

- I have received the most current 2024-2025 COVID vaccine and I am considered to be up to date.
- I am declining the 2024-2025 COVID vaccine at this time

If you are ages 65 years and older, an additional COVID-19 vaccine dose—beyond what is listed above—is NOT currently recommended unless you are moderately or severely immunocompromised.

- 1 dose of the 2024–2025 Moderna COVID-19 vaccine OR - 1 dose of the 2024–2025 Pfizer-BioNTech COVID-19 vaccine
- Declining

**Step #5:**  
Please review the questionnaire instructions.

Once you have completed all questionnaire requirements for your 2024-2025 COVID vaccination record, click the "submit" button.

Submit

Save for Later

Cancel