

Face Mask Mandate – New Procedures

All Employees Must Wear A Face Mask Unless Fully Vaccinated *(Unless County Ordinances Says Different)*

IMMEDIATE CHANGE- If You Are Fully Vaccinated You Need to Upload Proof of Your COVID-19 Vaccination to Marquee Health for Tracking Purposes. *(Even if you've already shown it to your Director.)*

HOW TO UPLOAD Proof Of Your COVID-19 VACCINATION

1. Visit **paqhealthy4life.com** and follow the instructions to log into your secure account.
2. On the home page, click on the '**Voluntary COVID-19 Vaccine Incentive Program**' tile.
3. Take a photo of the vaccination card/record and save to your computer or device.
4. Under the '**Upload Proof of Vaccination Section**', click '**Choose File**' and select the file containing your verification card.
5. Select the '**Upload**' button to submit your proof of vaccination.
6. Once uploaded, you will see a green check mark, the uploaded file name and the date you submitted your verification.
7. The uploaded vaccination card/record will be verified.

Need assistance? Please email info@mywellportal.com

Remember – in addition to the Face Mask Mandate, to receive your payroll deduction of \$10 per paycheck for your medical insurance we will need you to follow the above procedures. It will take up to two pay periods to verify and approve.

Also - If you have a medical or religious exemption – Please upload your documentation to Marquee Health following the above instructions to qualify for your \$10 payroll deduction for benefits.