

UPDATE CORONAVIRUS (COVID-19)



Stay informed. Take precautions. Stay safe.

Dear Members,

As a follow-up to [this notice](#) sent out last month, we are forwarding the [spreadsheet](#) provided by EOEA today, which is to be used in preparing for the January 15th submission of the flu vaccination verification of all ALR staff. Please see [spreadsheet](#) and below for the email from EOEA.

Good Afternoon,

Attached please find the spreadsheet to be used in preparing for the required submission of the flu vaccination verification of your staff. Please review the detail in each of the notes list below. We appreciate your patience and look forward to working with you in completing this added piece of the compliance process by the deadline of January 15th.

Things to note:

- You can begin to fill in the attached template in preparation for the final submission. At this time you will not be able to upload it as we are awaiting the confirmation from UMASS that the Dynamics system is ready to go. The official green light is anticipated to be by this coming Friday
- Do not change the columns, formatting, or any part of the template – except for entering the required staff information. Starting on row two in columns “H” – “I” and “J” there are drop-down options to select. Please use the drop down list to select your ALR name so that the ALR name will align with that in Dynamics which will cause problems during the uploading process.
- **NOTE:** If you are copying data from another source and pasting into the Excel template, make sure to select “**paste special**” then select the first icon from the “**paste values**”
- **NOTE:** If you are responsible for reporting this report for multiple ALRs – you will need to create separate spreadsheets for each ALR.
- **Webinar:** A webinar has been scheduled for tomorrow; Wednesday January 6th at 11 AM to walk through the form and explain the process.

<https://statema.webex.com/join/andy.grigorov>

1-866-692-3580 | 647 577 755

- Written step by step instructions will be distributed after the webinar, and posted on the ALR blog: <https://alrir.800ageinfo.com/>

If you have questions please send those to the ALR Help email ALRHelp@MassMail.State.MA.US the email is monitored throughout the day therefore you should expect to receive a timely response to any inquires.

Thank you again for you time and attention to this matter.

Happy New Year,

Trisha Marchetti

**The information provided in this COVID 19 update is solely for general informational purposes to assist in understanding the evolving guidance regarding the current COVID 19 public health threat. It is not intended to be a primary public health or medical resource, but is provided as a clearinghouse for or compilation of various guidance issued by official and related sources.*

[MASS-ALA | Website](#)

