

Dear CCNY community,

We are excited to help register you for an appointment at the CCNY COVID vaccine site in the Faculty Dining Room. Vaccination is so critical for our community and the country to reach herd immunity. The CCNY site is currently open weekly on **Thursday through Sunday from 7AM-7 PM** and offers only the Moderna vaccine. We have been allotted 50 slots for CCNY employees each week. There is no cost for this vaccination. Below we've provided links to information about the Moderna vaccine, what is required in order to register for an appointment, and FAQs about COVID-19 vaccine facts and myths.

REQUIRED INFORMATION

The NYC DOHMH has trained CUNY School of Medicine (CSOM) administration to upload your information and schedule your first appointment. The information required by the DOH in order to schedule your appointment appears at the end of this letter.

HOW TO SCHEDULE AN APPOINTMENT

We will schedule appointments on a first come-first served basis on Mondays through Wednesdays from 9AM-5PM for appointments that same Thursday through Sunday. Please only sign-up at the beginning of the week if you have availability for an appointment the same week. Individuals will be contacted in the order in which they register. The first 50 individuals we can contact and schedule will receive an appointment that week. If you are not contacted by Wednesday evening and want an appointment for the next week, you will need to complete the brief survey again the next week. To schedule your appointment:

- Click on this link (<https://redcap.link/pmylzu3z>) to complete a brief survey providing your name, CCNY email and the best phone number to reach you. The survey will be open each week from 8 AM Monday through 8 AM Wednesday.
- CSOM staff will call you to complete the registration process and give you a choice of available appointment slots. To speed things up, please review "*INFORMATION REQUIRED TO REGISTER FOR THE VACCINE*" (see below) in advance of your call.
- You will receive a confirmation email with the information for your appointment.
- When you get your first shot, the on-site team will give you an appointment for your follow-up shot.

LINKS FOR VACCINE INFORMATION

Please click on the links below to view information about the Moderna vaccine.

- **Moderna COVID-19 Vaccine (fact sheets and additional information)**
- **Frequently Asked Questions about Moderna COVID-19 Vaccine**
- **New York State COVID-19 Vaccine Form (what NYS requires in order to track vaccination)**

INFORMATION REQUIRED TO REGISTER FOR THE VACCINE

- Full Name
- DOB
- Home address including zip code
- If you've ever had a serious or life-threatening allergic reaction to a previous dose of the COVID-19 vaccine
- Email address and phone number
- What race you identify as (OPTIONAL)
- What sex you were assigned at birth (you can indicate unknown)
- Your acknowledgment to understanding HIPAA and understanding information about the vaccine and EUA, and
- Your consent for services and release of medical information