

To: All EPS staff
From: Dr. Ian B. Saltzman, Superintendent
Regarding: Kaiser Permanente COVID Vaccination Option

OSPI is launching a program for school employees to safely and equitably receive the COVID-19 vaccine through their “Get Ready” collaboration with Kaiser Permanente.

This program was created to ensure school employees have access to the COVID-19 vaccine, and OSPI and Kaiser Permanente believe it affords school employees an efficient way to access the vaccine as supply increases. Given how many school employees are currently eligible, they ask for your patience as they rapidly optimize their online systems to make sure they are working properly and fully operational.

Reminders:

- This program has been established for school employees – both non-members and members of Kaiser Permanente – and distribution will be equitable.
- Employees are not required to receive their vaccine through Kaiser Permanente.
- Registration is for COVID-19 vaccination purposes only. The COVID-19 vaccine will be provided at no out-of-pocket cost to you (Kaiser Permanente may bill your insurance company to administer the vaccine).
- Once you register, please follow the prompts for vaccination appointment only. While you may see options for other care access, any other services or care you seek outside of the vaccination will be subject to normal costs and billing.
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If you choose to receive your vaccine through Kaiser Permanente, please review the following instructions for scheduling your vaccine appointment. You will see there is a convenient path for both non-members and members. There are also two flow charts attached for your reference.

School employees who are **current or former** Kaiser Permanente Washington members

To schedule your COVID-19 vaccine appointment through Kaiser Permanente:

1. Sign in to your account at kp.org.
2. Click the “COVID-19” button and then follow the instructions to complete the ["COVID-19 Vaccination" e-visit](#).
 - If you're not currently registered on kp.org, please [register using your Medical Record Number \(Member ID\)](#). Then follow the instructions for COVID-19 Vaccination.

3. Once you answer the eligibility questions, you'll be directed to schedule your vaccine appointment.
- **Current or former Kaiser Permanente Washington members:** If you don't have your Medical Record Number or need help setting up your account, call Kaiser Permanente Washington Member Services at 1-888-901-4636 (Monday through Friday, 8 am to 8 pm).

School employees who are **not** Kaiser Permanente Washington members

To schedule your COVID-19 vaccine appointment through Kaiser Permanente Washington:

1. Complete a brief form at kp.org/wa/vaccine/get-registered as soon as possible so you can be set up in the system in preparation for making your vaccine appointment.
 - **Public school employees:** You must use your work email when you complete the form. This will allow the system to validate that you are a school employee.
 - You'll receive an email from Kaiser Permanente Washington with a confirmation code that you'll need to enter in the box at the bottom of the form to finalize and submit the form.
 - Registration is for COVID-19 vaccination purposes only. The COVID-19 vaccine will be provided at no out-of-pocket cost to you (Kaiser Permanente may bill your insurance company to administer the vaccine). Please follow the prompts for vaccination appointing only. While you may see options for other care access, any other services or care you seek outside of the vaccination will be subject to normal costs and billing.
2. Soon after you complete this form, you'll receive an email from Kaiser Permanente (kp-donotreply@kp.org) that will include your personalized Medical Record Number. Follow the detailed instructions in the email to use your Medical Record Number to set up an account at kp.org.
 - Note: Use the Medical Record Number in the "Member ID" field when you set up your account.
 - If you do not receive this email within a few days of completing the form in step one, call 1-877-808-9230 (Monday through Friday, 7:30 am to 5 pm).
3. Once you've set up your account, follow the instructions for COVID-19 Vaccination.
4. After you complete these instructions, you'll be directed to schedule your vaccine appointment.

What to Expect as You Schedule Your Appointment

- To make this experience as easy and convenient as possible, you'll have a variety of vaccine clinic dates, times, and locations to choose from for the vaccine.
- Due to current limitations in vaccine supply across the state, you may not see your preferred date, time, or location the first time you go in to schedule your appointment. Please continue to

check back if you don't initially see an appointment that works for you. Additional appointment options will be added each week as more vaccine supply becomes available.

If you have questions, please use the contact information on the screens provided by Kaiser Permanente. All other questions regarding the program should be directed to OSPIVaccinePartnership@k12.wa.us.

Please be safe and be well,

Ian Saltzman
Superintendent