



REVISED Optional Employee Process to Self-Identify as High-Risk for COVID-19

On February 1, 2021, the Wyoming Department of Health (WDH) revised its vaccine prioritization schedule to administer the COVID-19 vaccine. In response to this, UW Human Resources revised the process in HCM to self-identify as high risk to align with the WDH.

Instructions for the newly revised form with additional options added:

- If you are pleased with your original submission, **no** additional action is required.
- If you are not at high risk, **no** action is required.
- If you would like to modify your voluntary submission in HCM, follow the steps below.

Every active employee has been assigned a REVISED Checklist Task that walks you through the process of self-identifying. Start by clicking on *Checklist Tasks* under My Profile in HCM, then *Current Tasks*. The system will guide you through a few simple questions to identify how you fit the high-risk definitions, [as defined by the CDC](#) as well as those identified by WDH for vaccine prioritization. The revised checklist includes both 'are at increased risk' and 'might be at increased risk' CDC categories. Full instructions can be found in the Self-Identify High Risk for COVID-19 [Quick Reference Guide](#). This revised self-identification remains hidden to the employee's supervisor. Like the previous process, the information collected will only be used in relationship to COVID-19 vaccine prioritization in conjunction with the Wyoming Health Department's vaccine plan.

For additional information on COVID-19 vaccination, the campus return and vaccination website, <https://www.uwyo.edu/alerts/campus-return/index.html> continues to be updated as new information is received. If you encounter any issues when completing the self-identification in HCM, please contact userhelp@uwyo.edu and your question will be routed to the HCM support team.