



USER MANUAL FOR FRONT LINE WORKER VACCINATION REQUEST



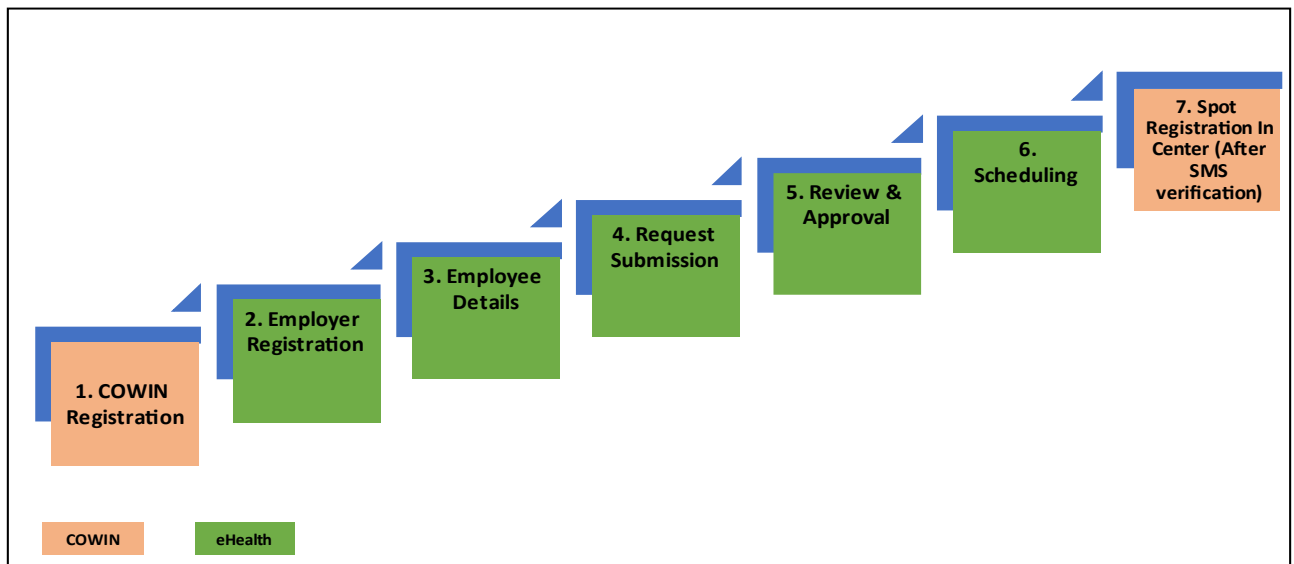
1. Overview

Employer or designated nodal officer (henceforth referred as Employer) of an organization in each district shall submit vaccination request for frontline workers between 18 to 44 age group who is working under them. Request must be done district wise.

COWIN registration is mandatory for submitting this request. COWIN reference number must be entered against each employee. District health authorities shall process the submitted request and once scheduled employee will get an SMS regarding vaccination date and venue details. Employee can show received SMS and employee ID card at vaccination center for verification.

2. Process Flow

FRONTLINE WORKERS PROCESS FLOW



1. All employees must be registered under COWIN.
2. Employer or nodal officer registration will be done after Aadhar verification.
3. After registration employee details will be filled.
4. Request will be submitted after marking undertaking and Aadhar verification.
5. Request will be processed by district health team.
6. Once scheduled SMS will be sent to employee with vaccination center, date information.
7. At vaccination center on verifying the SMS received from eHealth portal spot registration will be done in COWIN and vaccination will be administered.

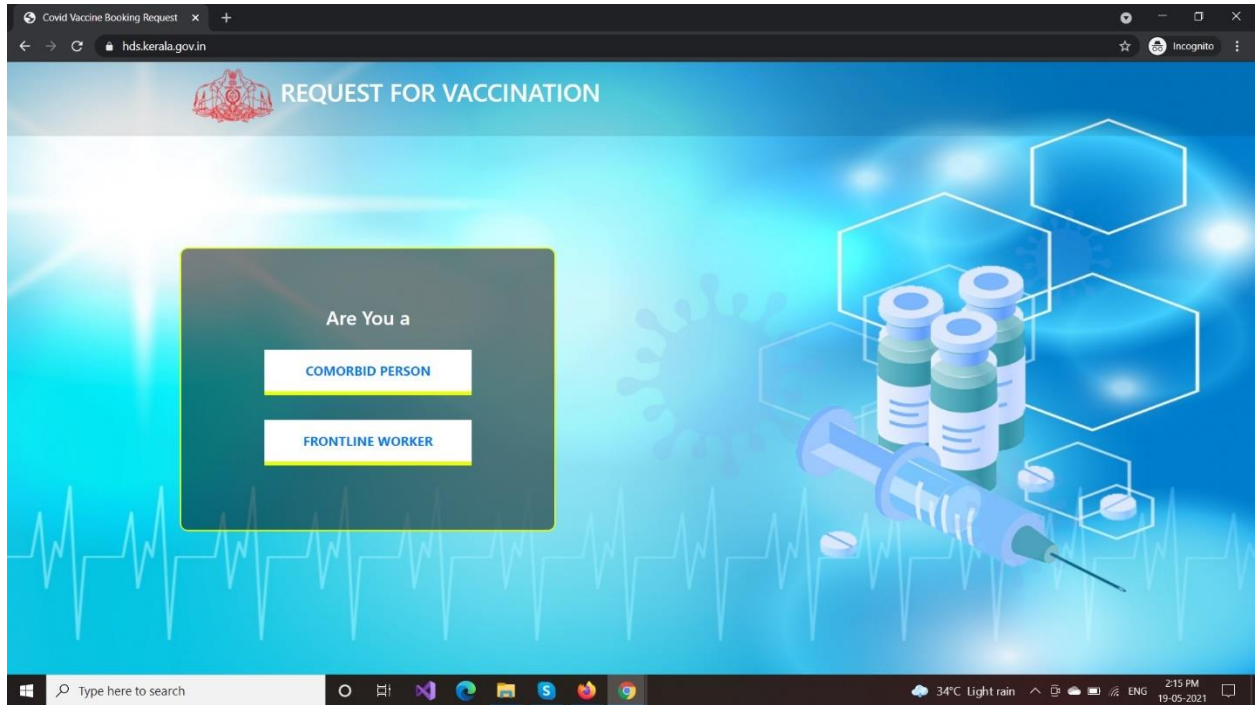


3. Employer/Nodal Officer Registration

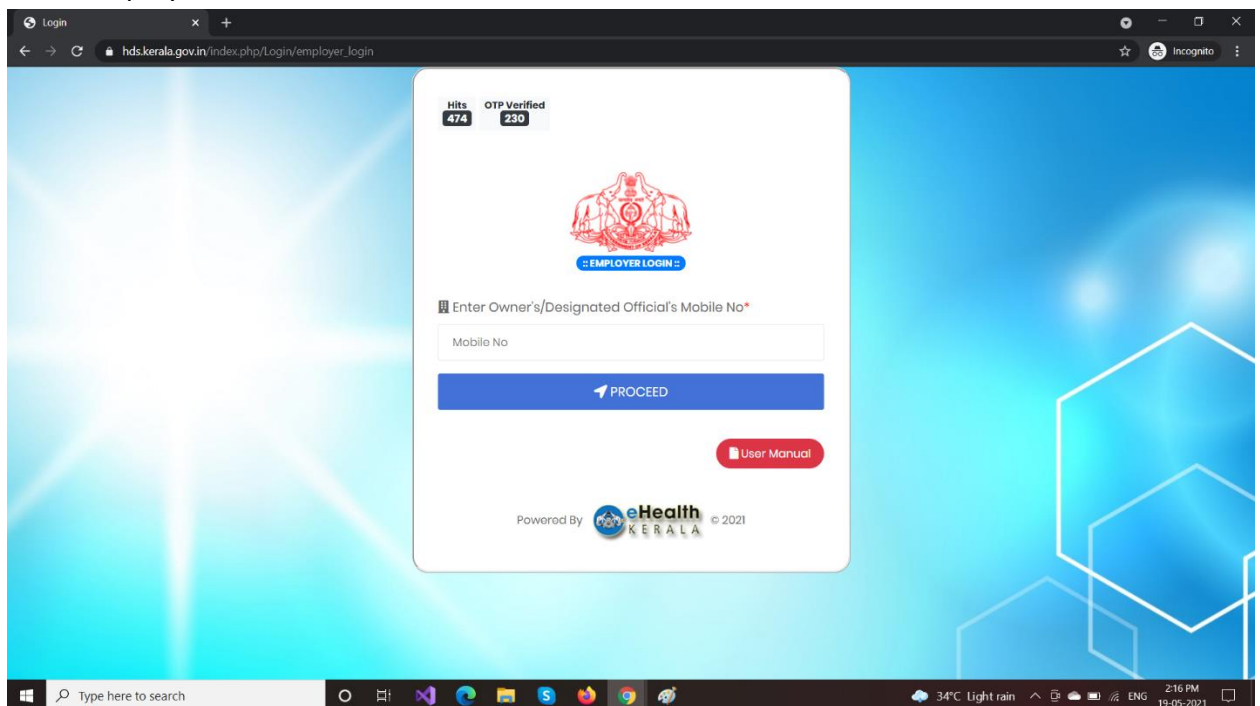
1. Type below URL in any browser in your computer.

<https://covid19.kerala.gov.in/vaccine/>

2. Select “FRONTLINE WORKER” option.

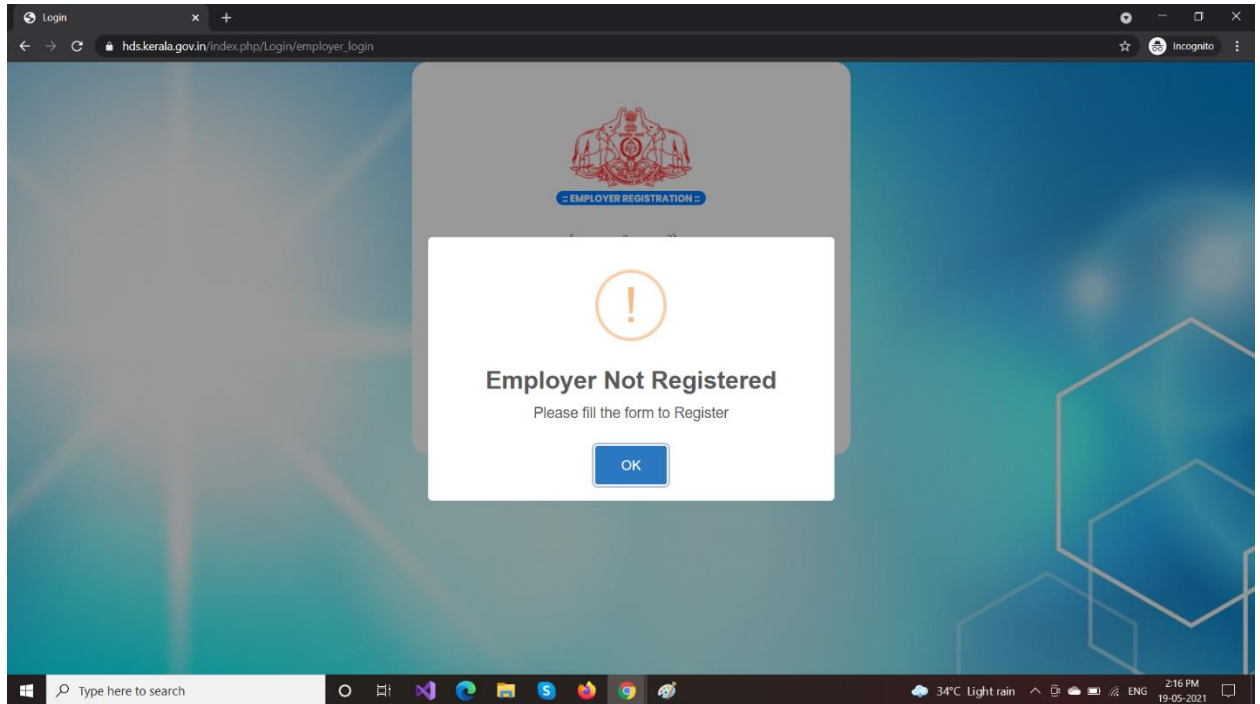


3. Enter employer or nodal officer’s mobile number.

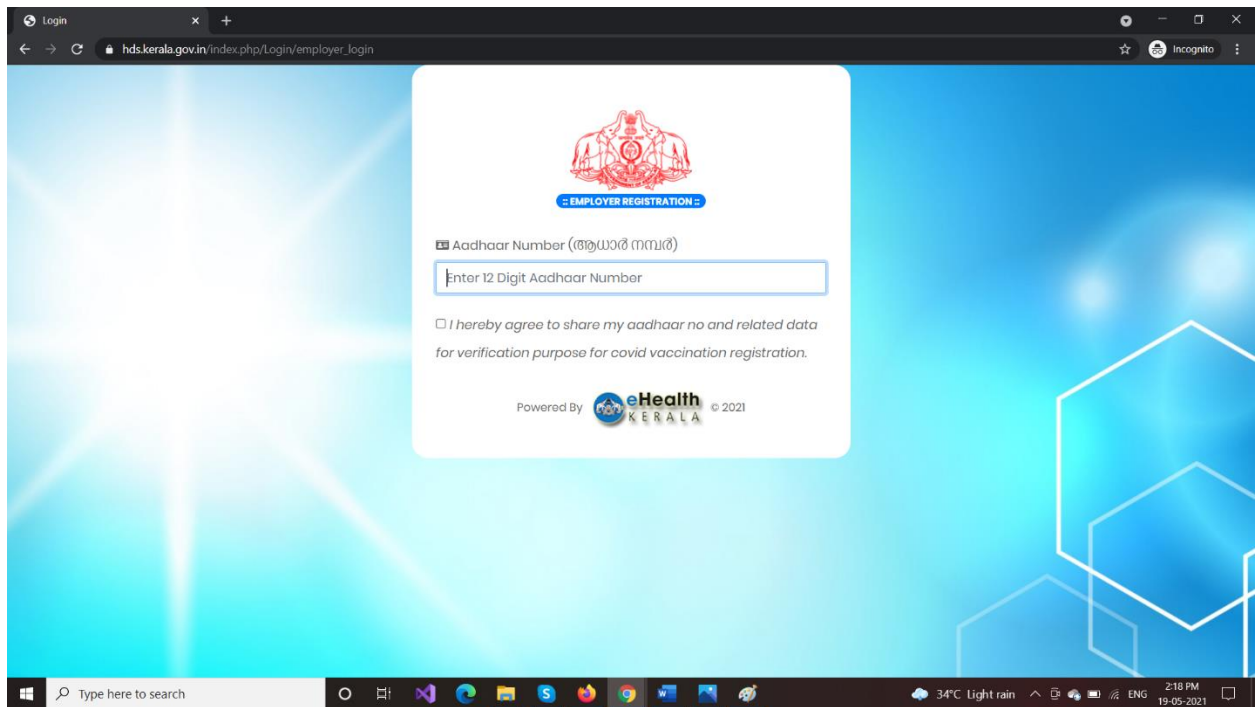




4. The OTP received in his mobile number has to be entered for verification.
5. If verified, and Employer not already registered, Employer Aadhaar number will be asked for Employer Authentication



6. Enter employer or nodal officer's Aadhaar number and verify received OTP.





7. If authenticated / verified the Employer has to register.
8. Select Employer district.
9. Select Employer organization type from the approved list.
10. Enter organization name.
11. If organization type is government following details to be entered.
 - a. Employer Official ID card for upload
12. If organization type is private following details to be entered.
 - a. LSGD license number
 - b. LSGD license document to be uploaded
13. Employer or nodal officer name as in Aadhaar will be shown in the form (uneditable)
14. Enter employer or nodal officer designation and employer number.



Government Organization

The screenshot shows a web browser window with the URL `hds.kerala.gov.in/index.php/Login/employer_login`. The form is titled "Government Organization" and contains the following fields:

- District (ജില്ല)***: THIRUVANANTHAPURAM
- Organization Type (സ്ഥാപന തരം)***: Government
- Organisation Name (സ്ഥാപനത്തിന്റെ പേര്)***: KSEB TRIVANDRUM PETTA OFFICE
- Upload Government ID Proof showing the PEN/Government Employee No provided. (PDF/JPG Less than 1024KB)***: Choose File | No file chosen
- Your Name (താങ്കളുടെ പേര്)***: Jayalatha
- Your Designation (താങ്കളുടെ പദവി)***: AE
- PEN / Government Employee No***: 1231231231

A blue "SUBMIT (സമർപ്പിക്കുക)" button is located at the bottom of the form. The Windows taskbar at the bottom shows the date and time as 2:33 PM on 19-05-2021.

Private Organization

The screenshot shows the same web browser window, but the form is titled "Private Organization". The fields are:

- District (ജില്ല)***: THIRUVANANTHAPURAM
- Organization Type (സ്ഥാപന തരം)***: Private
- Organisation Name (സ്ഥാപനത്തിന്റെ പേര്)***: ABC Margin Free Super Market
- LSGD License No (ലെബനന്റ്സ് നമ്പർ)***: 123456789
- Upload LSGD License document as a proof.(PDF/JPG Less than 1024KB)***: Choose File | No file chosen
- Your Name (താങ്കളുടെ പേര്)***: Jayalatha
- Your Designation (താങ്കളുടെ പദവി)***: AE
- Employee Code**: ABC10000

A blue "SUBMIT (സമർപ്പിക്കുക)" button is located at the bottom of the form. The Windows taskbar at the bottom shows the date and time as 2:33 PM on 19-05-2021.

15. Click "SUBMIT" button.



16. After successful employer registration, Employee details input screen will be displayed.

4. Employee Details Submission

➤ Once registration is completed employee entry screen will be displayed.

Name *	Gender *	Year of Birth *	Mobile No. *	Preferred Vaccination Center *	Cowin Registration No. *	
Arjun	Male	1990	1231231230	General Hospital Trivair	88888888888888	Remove
Mahesh	Male	1985	1231231231	Amachal PHC	99999999999999	Remove

Declaration *

I heroby declare that the employee / list of employees which I have submitted for Covid vaccination is / are working in my institution and they belong to the category of Frontline worker in Covid care. I also declare that the above employee/ employees belong to the age group between 18 years and 44 years.
 I am aware that providing false information is an offence and that I am personally responsible for the above declared information.

955487964823 Enter OTP

➤ Click "Add Employee" button.



- Enter employee name, gender, year of birth, mobile number, preferred vaccination center, COWIN registration number and click “Add employee” button to enter next employee.
- Read the undertaking form and select checkbox.
- Reenter the employer or nodal officer Aadhar number and validate OTP.

The screenshot shows the 'EMPLOYEE REGISTRATION Form' on the website hds.kerala.gov.in. The page is titled 'Request for Vaccination'. The 'Employee Details' section contains a table with the following data:

Name *	Gender *	Year of Birth *	Vaccination	Cowin Registration No. *
Arjun	Male	1990	Capital Trivir	88888888888888
Mahesh	Male	1985	C	99999999999999

A modal dialog box is displayed in the center with a green checkmark and the text 'Aadhaar Validated' and an 'OK' button. Below the table, there is a 'Declaration' section with a checkbox and a 'SUBMIT' button. The footer indicates 'Powered By eHealth KERALA © 2021'.

- Submit request.
- Request will be sent to selected district health department.

The screenshot shows the same 'EMPLOYEE REGISTRATION Form' as above. The modal dialog box now displays a green checkmark and the text '2 Employee details have been registered !!!' followed by 'Based on the availability of vaccine they will be intimated soon regarding their vaccination schedule' and an 'OK' button. The background form is dimmed.



5. Directions to Employer

- Each organization can deploy as many responsible 'Employers' for easy and effective submission of employees.
- Employers can submit multiple batches of employee.
- It is the responsibility of the Employer (Government or Private) alone to ensure that the employees submitted under his / her registration are as per the existing orders and guidelines issued by Government from time to time.
- The Approver (Health Department) will be ensuring the authenticity of the Employer and will approve the list of employees submitted by him/her.

6. SMS Notifications

- SMS will be sent to requested employer once request is approved or rejected by district health team.
- Once vaccination is scheduled SMS will be sent to individual employee mentioning vaccination center, date and timeslot.

7. Verification Done At Vaccination Center

- At vaccination center employee shall submit the following documents for verification
 1. SMS received regarding vaccination scheduling.
 2. ID proof to verify.
- Based on the verification spot registration will be done in COWIN and vaccinator will administer vaccine.

8. Frontline Workers Categories:

1. All workers in Oxygen manufacturing plants, Oxygen Distribution centers, Oxygen filling centres, Drivers of Oxygen tankers.
2. People with disabilities
3. Field staff of Indian Railways
4. Railway TTE and Drivers
5. Airport Field & Ground Staff
6. KSRTC Drivers & Conductors
7. Field Journalists of Media
8. Vendors at Fish Markets
9. Vendors at Vegetables Markets
10. Horticorp field staff
11. Matsyafed field staff



12. Consumerfed field staff
13. KSEB field staff
14. Kerala Water Authority field staff
15. Petrol Pump Workers
16. Ward Health Members
17. Sannadhasena Volunteers
18. Home delivery agents
19. Head load workers
20. News Paper distributors
21. Milk Distributors
22. Staff at Check post
23. Staff at Toll Booth
24. Hotels and Restaurants Staff
25. Staff of Shops providing essential supplies
26. Citizen services centres staff
27. Ration shop staff
28. Geriatric care workers
29. Palliative care workers
30. Beverages Corporation workers
31. Field officer of Labour Dept
32. Field officers of Telecom Dept