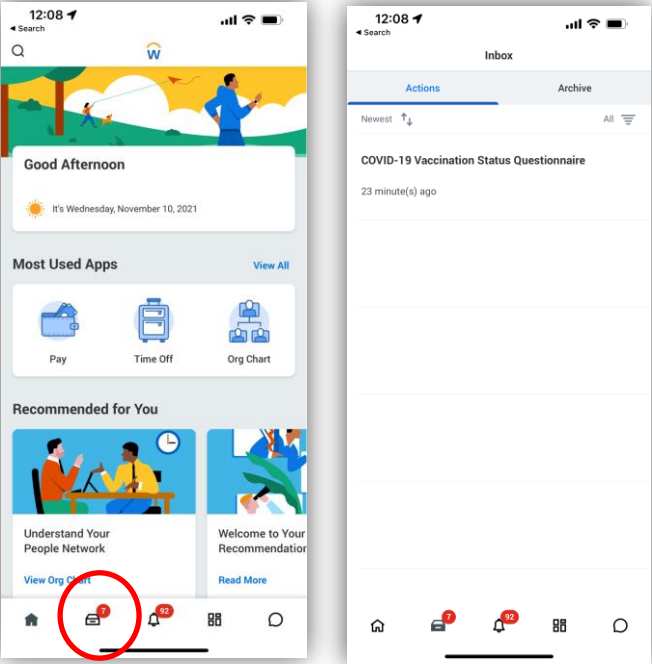
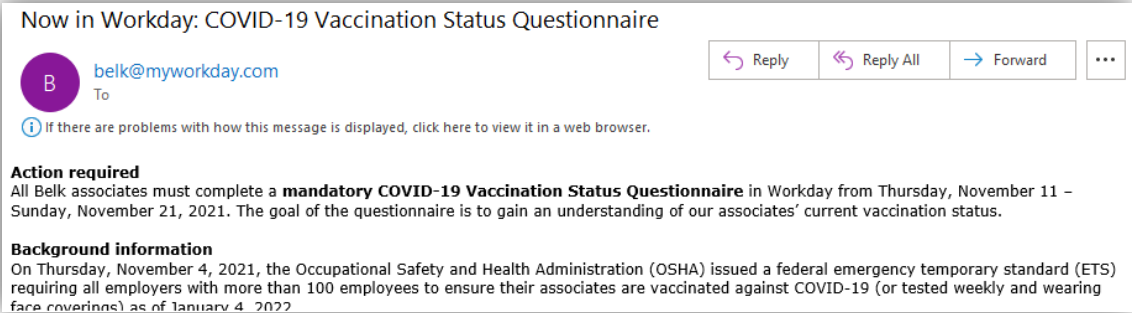


Accessing the Workday COVID-19 Vaccination Status Questionnaire

This questionnaire is mandatory for all Belk associates. You must provide responses to all required questions in the questionnaire. Click Submit to complete the questionnaire.

Click the link in the email you receive from belk@workday.com. This will open Workday. You can also access the questionnaire from the Workday home page or from your Workday inbox.

OR open the Workday mobile app. The mail icon at the bottom of the screen will open your inbox.



If you need to get the app, search *Workday* in the Google Play Store (Android) or App Store (iOS). Download the app and then enter the Tenant and Web Address where prompted.

Tenant Name: belk

Web Address:

<https://wd1.myworkday.com>



Completing the Workday COVID-19 Vaccination Status Questionnaire

- 1. Respond to all applicable questions.
 - Three of the questions are required.
 - The other two questions are required if you have been vaccinated with a 2-dose vaccine.

Action required
ALL BELK ASSOCIATES MUST COMPLETE THIS VACCINATION STATUS QUESTIONNAIRE BY NOVEMBER 21, 2021. If you're fully vaccinated, you must upload proof of vaccination as part of the questionnaire.

Why we are doing this
Belk is required to gather this information by a federal emergency temporary standard (ETS) issued Thursday, November 4, 2021 by the Occupational Safety and Health Administration (OSHA).

Additional information
For information about the COVID-19 vaccines, refer to [Key Things to Know About COVID-19 Vaccines](#) provided by the Centers for Disease Control and Prevention (CDC). For information regarding criminal penalties for providing false information, refer to [Information for Employees on Penalties for False Statements and Records](#) provided by OSHA.

We'll share complete information about Belk's COVID-19 Vaccination Policy and additional information about the OSHA ETS in the coming weeks. In the meantime, if you have additional questions, please contact your manager, HR Business Partner, or CVConcern@Belk.com.

My COVID-19 vaccination status is: (Required)

Fully vaccinated against COVID-19 (You are considered fully vaccinated two weeks after your second dose in a 2-dose series, such as the Pfizer BioNTech or

Partially vaccinated against COVID-19 (1 dose received of a 2 dose vaccine)

Not vaccinated

Not received one



Completing the Workday COVID-19 Vaccination Status Questionnaire

2. If you are fully vaccinated, upload an image file or PDF of your proof of vaccination.

- From your computer, click **Select Files** to chose a file from your directory or drag and drop the file into the attachment box.
- On the mobile app, click **Add Attachments**. You can **Take Photo**, **Choose Photo**, or **Import Attachment (document or photo)** from your phone. You will then see the file/image you've uploaded.

1

If you are fully vaccinated against COVID-19, please attach a picture of your vaccination card from the CDC. You can upload either an image or a PDF copy of your card. (Required)



Add Attachments

2

Take Photo

Choose Photo

Import Attachment

3

If you are fully vaccinated against COVID-19, please attach a picture of your vaccination card from the CDC. You can upload either an image or a PDF copy of your card. (Required)



IMAGE.jpeg

3. Click **Submit** to complete the questionnaire.

Partially vaccinated against COVID-19 (1 dose received of a 2 dose vaccine)

Fully vaccinated against COVID-19 (2 doses received)

Not vaccinated against COVID-19 (0 doses received)

I received one

Submit Save for Later Cancel