



**Sub: Covid-19 Vaccination for ONGC Employees, WOU, Mumbai**

1. A vaccination camp is being organized by ONGC-Mumbai, in association with Apollo Hospital Navi Mumbai, at NBP Green Heights from 13<sup>th</sup> May, 2021 (Tentative) onwards.

**Venue: Ground Floor, NBP Green Heights.**

2. Employees and their dependents can avail this facility.
3. All Employees of WOU, Mumbai who wish to avail the facility are requested to enter the details in a Google form created for this purpose.

[CLICK HERE TO REGISTER \(Google Form\)](#)

4. In order to avoid crowding at the vaccination area, beneficiaries will be informed about the Date and Time of reporting for vaccination through Email and are advised to adhere to the timings.
5. Steps to be followed for vaccination at ONGC premises including details regarding Verification and Scheduling Desk, Waiting Area, Vaccination Booths and Observation Area is placed at Annexure I.
6. Assessment form is attached at Annexure-II. Hard copy of this form may be got filled-in and submitted at the Registration Desk.
7. Eligible beneficiaries as per Govt. guidelines need to register themselves on CoWin or Arogya setu App by entering contact number and Aadhar card details. It is mandatory to carry a copy of Aadhar Card for verification.
8. Considering the limitations in administering of vaccination in office premises, support of all employees of WOU, Mumbai is solicited by honouring the scheduled timing and ensuring no cancellations. This will ensure successful vaccination drive.

Looking forward to support of all employees of WOU, Mumbai to make this vaccination drive successful while following Covid Appropriate Behaviour.

(Sunil Singh)  
GGM-HRO

Encl: As above

**Distribution:**

1. All Employees of WOU, Mumbai through Intranet

Steps to be followed for getting vaccinated

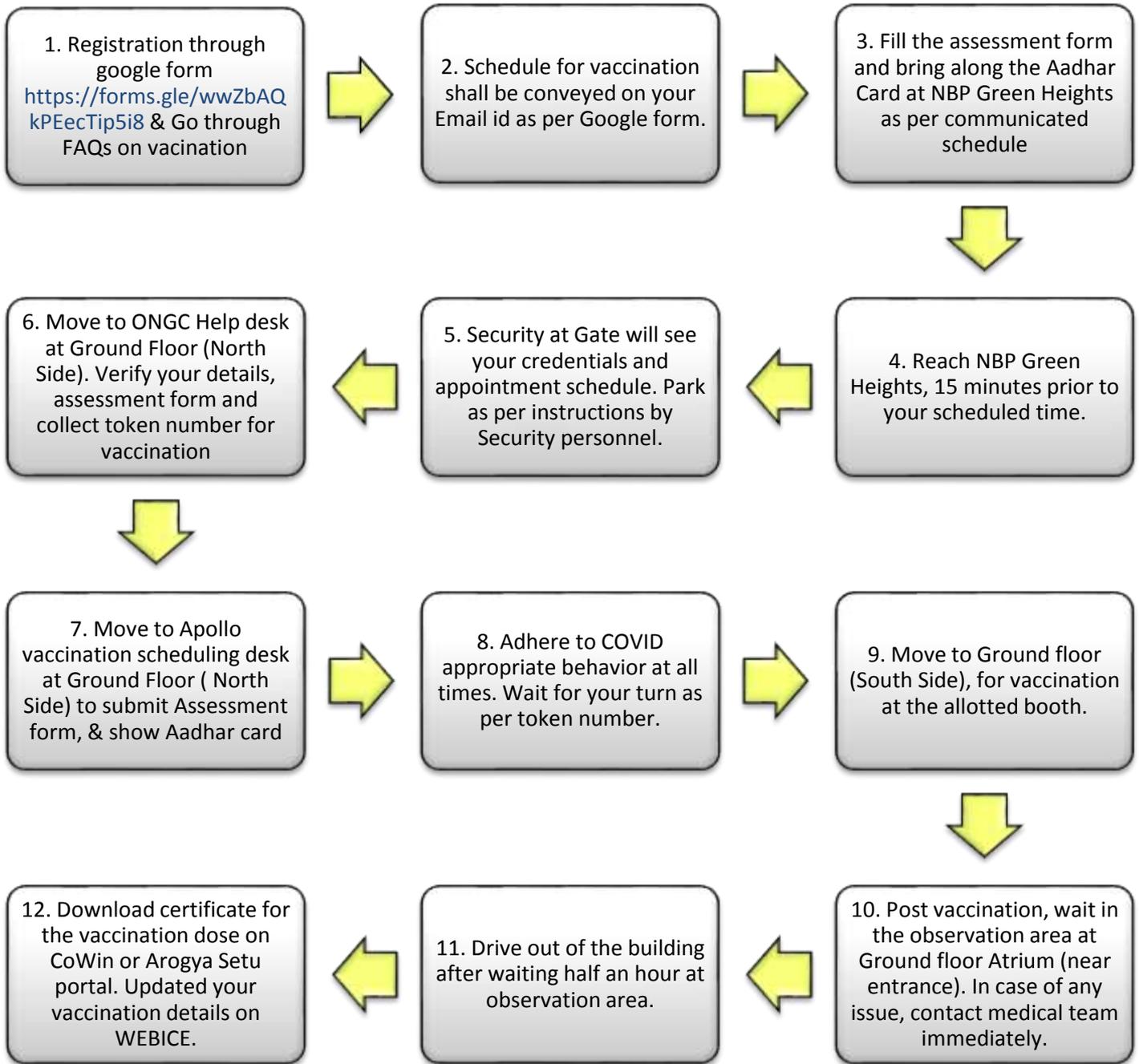
1. Vaccination Area Layout at NBP Green Heights:
  - a. Assembling Area/ Waiting Area- Ground floor (North side spill over area)
  - b. Verification & Vaccination Scheduling Desk- Ground floor (North side spill over area)
  - c. Vaccination Booths- Four vaccination booths have been installed at Ground floor (South side spill over area)
  - d. Observation Area- Ground floor (near entrance)
2. Registration (online)
  - a. For registration, kindly fill and submit Google form <https://forms.gle/wwZbAQkPEecTip5i8>
  - b. Form seeks details like name, age, CPF, status( active employee, dependent of active), vaccination details 1<sup>st</sup>/2<sup>nd</sup> date of earlier vaccination, reference id (generated by registration on COWIN website)
3. Based on the data collated through google forms, schedule of vaccination will be communicated on given Email-id by hosp\_romum@ongc.co.in
4. It is advisable that beneficiaries go through the FAQs prior to arriving at vaccination site:
  - a. <https://www.cowin.gov.in/faq>
  - b. [https://www.mohfw.gov.in/covid\\_vaccination/vaccination/faqs.html](https://www.mohfw.gov.in/covid_vaccination/vaccination/faqs.html)
5. List of beneficiaries as per scheduled timing, will be shared with Security in order to ensure that entry of only such beneficiaries be ensured who are scheduled for vaccination.
6. At Vaccination Centre:
  - a. Arrive only as per your allotted schedule
  - b. Documents to be brought along for vaccination:
    - i. Filled-in assessment form ( at Annexure-II)
    - ii. Aadhar Card
    - iii. In case of 2<sup>nd</sup> Vaccination, bring certificate of 1<sup>st</sup> dose of vaccination
  - c. Follow Covid appropriate behaviours at all times
  - d. For vehicle parking, directions from Security staff is to be followed.
  - e. Movement at vaccination premises:
    - i. Move to ONGC verification desk (Ground floor North side spill over area) for verifying your details
    - ii. Move to Apollo vaccination scheduling desk post verification by ONGC team
    - iii. After step ii, beneficiary will be required to be seated in queue waiting for their vaccination call
    - iv. Vaccination will be administered at one of the four booths set up by Apollo team
    - v. Post vaccination move to Observation Area for 30 minutes observation

7. Post observation, move out of the premises to avoid crowding.
8. The certificate for the vaccination dose can be downloaded through CoWin or Arogya Setu app through registered contact number.

General Instructions:

1. All the beneficiaries are requested to register immediately as the Google form shall not be available after requisite number of beneficiaries have registered.
2. While scheduling, preference would be given to offshore/field-duty employees. Thereafter employees will be scheduled on the basis of their timing of registering Google form.
3. All are requested to reach the vaccination site as per the assigned schedule.
4. In case you are reaching the vaccination centre by driving on your own, it is advised that you may be accompanied with a person who could drive you back.
5. Ambulance and medical team are available at the venue for any assistance during vaccination period.

## Follow the following steps for vaccination



Stay Safe and follow Covid Appropriate Behavior at all times

## Assessment form (Duly filled form to be brought at vaccination center)

Place Label Here
If label not available, write Pt. Name, IP No, Age, Sex, Date, Name of Treating Physician

**MEDICAL QUESTIONNAIRE**

<b>First name</b>		<b>Sur name</b>		<b>DOB</b>	
<b>Home Address</b>			<b>Phone</b>		<b>Email</b>
As your vaccinator does not always have access to your medical details, please answer the following questions to ensure it is safe for you to have your vaccination.					
	<b>Question</b>		<b>Yes</b>	<b>No</b>	
1	Are you well today?		<input type="checkbox"/>	<input type="checkbox"/>	
2	Have you had been diagnosed with COVID-19 in the last 28 days?		<input type="checkbox"/>	<input type="checkbox"/>	
3	Have you had any other vaccinations in the last 7 days?		<input type="checkbox"/>	<input type="checkbox"/>	
4	Have you ever had a severe allergic reaction or anaphylaxis?		<input type="checkbox"/>	<input type="checkbox"/>	
5	Do you suffer from a bleeding disorder or take any type of anticoagulant (blood thinner)?		<input type="checkbox"/>	<input type="checkbox"/>	
6	Do you suffer from any condition, or take any medication or treatment, that may affect your immune system (e.g., cancer, cancer treatments, high dose steroids, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	
7	Are you taking any regular medication?		<input type="checkbox"/>	<input type="checkbox"/>	
8.	Have you had a COVID-19 vaccination in the last 28 days?		<input type="checkbox"/>	<input type="checkbox"/>	
<b>WOMEN ONLY</b>					
9	Could you, or are you pregnant?		<input type="checkbox"/>	<input type="checkbox"/>	
10	Are you breastfeeding?		<input type="checkbox"/>	<input type="checkbox"/>	
<b>CONSENT TO SHARE INFORMATION</b>					
I consent to share my vaccination details with Apollo Hospitals. I understand that my medical details will remain confidential.					
Signed:			Date:		
<b>First name</b>			<b>Surname</b>		

## Informed Consent for Covid-19 Vaccination

Covishield;  Covaxin;  Other \_\_\_\_\_

In view of the pandemic, the vaccine has been approved on emergency authorization and larger volume of study trials are still required to fully understand the complete effect and long term adverse effects of the vaccine. However, not getting vaccinated may result in serious infection if exposed to SARS COVID 19.

We have been briefed the following points about vaccination:

**Risks:** "The most common side effect is pain at the site of injection. Other side effects may be fatigue, low-grade fever, body aches, headache and generalized tiredness, these symptoms typically starts around 12 hours after vaccination and resolves within 48 -72 hours. Very rarely, one may experience severe anaphylactic reaction, including death. Other adverse effects of vaccination include COVID infection, diarrhea, thrombocytopenia, clot formation and bleeding tendency.

**Benefits:** Vaccines save millions of lives. Vaccines work by training and preparing the body's natural defenses – the immune system – to recognize and fight the COVID 19 virus. After vaccination, if the body is later exposed to COVID 19 causing virus the body is immediately ready to destroy them, limiting the severity of illness.

**Alternatives:** Alternative Vaccine such as Covishield, Covaxin, and others COVID appropriate behavior such as wearing masks, maintaining physical distancing and avoiding crowds. Refusal to get vaccinated is another alternative and is a personal choice.

Being vaccinated does not mean that we can throw caution to the wind and put ourselves and others at risk, particularly because we are still unsure on how much the vaccine can protect us not only against disease but also against infection and transmission.

We are fully aware that this is a voluntary service by Apollo Hospitals, as part of its community service initiative to vaccinate more eligible beneficiaries, thereby contributing to contain the spread & severity of COVID 19 infection.

We hereby give our informed consent for  Covishield;  Covaxin;  Other \_\_\_\_\_  
Vaccination. In the eventuality of any adverse events following vaccination we will not hold Apollo Hospitals or its staff (Doctors & Nurses) responsible. We will also bear the complete cost of treatment if faced with any adverse event that may warrant hospital admission and treatment.

**Name:**

**Signature:**

**Date & Time:**