

## **Part I. Proof of Fully Vaccinated Status FAQs for Employees**

### **Definitions of terms used in FAQs**

The term “worker” includes any state employee (full or part-time, permanent, temporary, probationary, or time-limited), Intern, Volunteer, or Contractor.

The term “employee” includes: Any state employee (full or part-time, permanent, temporary, probationary, or time-limited).

The term “guest” includes: Any attendee, customer, guest, member, patron, spectator, vendor, or other person lawfully on the property of an Agency, other than a worker.

The term “contractor” includes: Any person performing services for an Agency pursuant to a contract for services that is not an employee, intern, or volunteer.

The term “Fully Vaccinated” means it has been at least two weeks after someone has received the second dose in a two-dose COVID-19 vaccine series (Pfizer or Moderna), or that it has been two weeks after someone has received a single-dose COVID-19 vaccine (Johnson & Johnson); or participants in the Novavax trial who are two weeks after having received both doses in the series; or people who have received all recommended doses of a COVID-19 vaccine that is listed for emergency use by the World Health Organization.

### **Special Note Regarding Contractors**

Contractors must follow the requirements in the policy to:

- Be Fully Vaccinated or tested weekly, and
- Wear Face Coverings where required at Participating Agency facilities.

If a contractor’s employer can ensure that these requirements of the policy are being met, the Agency can have verification of these requirements take place through the contractor’s employer. In addition, agencies may limit the measures in this Policy to not cover contractors that they do not logistically control (for example, HVAC or electric technicians), contractors for whom the contract cannot be changed, or contractors for whom the contract is in the process of being changed.

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### **How do I acknowledge that I have read and agree to comply with my Agency's Fully Vaccinated status policy?**

Complete a form indicating you have read and agree to the Agency's policy. You may be asked to complete this form online via a secure web portal starting September 1, 2021.

### **What if I refuse to sign a form acknowledging my Agency's proof of Fully Vaccinated status policy?**

Failure to comply with the policy may lead to disciplinary action, regardless of whether you sign the policy acknowledgement form.

### **Who is required to prove Fully Vaccinated status or participate in weekly COVID-19 testing?**

As of September 1, 2021, any employee (full or part-time, permanent, temporary, probationary, or time-limited), an intern, a volunteer, or a contractor that are, or may be, required to come into an Agency's office or meet with the public as part of their job duties.

### **Who is not required to prove Fully Vaccinated status or participate in weekly COVID-19 testing?**

Any worker whose duty station is their home, the worker stays home with no work-related public interaction, and the worker is never expected to come into the work site.

### **How do new workers provide proof of vaccination status?**

As part of the onboarding process on their first work day, employees will need to show proof of Fully Vaccinated status or provide a negative COVID-19 test result from the last seven days (168 hours). If a new worker chooses to be vaccinated after their first workday, the worker must comply with the weekly COVID-19 testing requirement until they are considered Fully Vaccinated.

Contractors may follow the same procedures as employees or be instructed otherwise by their employing Agency.

### **May I get an exemption from my Agency's proof of Fully Vaccinated status requirement?**

This policy does not require vaccination. Employees may submit a written request for exemption from proof of Fully Vaccinated status requirements to their Agency's Human Resources office. Requests will be considered under the Agency's standard reasonable accommodation process. The testing option may serve as a reasonable accommodation for workers seeking accommodation from proof of vaccination option.

### **Will my exemption request from my Agency's proof of Fully Vaccinated status requirement be confidential?**

Yes. All Agency staff will adhere to medical privacy requirements. Agencies will keep this information in a confidential health information file separate from your general personnel file.

### **How do I provide proof of my Fully Vaccinated status to my Agency?**

Employees will provide this proof directly to the Agency's Human Resources office, a person designated by the Agency's Human Resources office to collect documents, or an Information Technology system

designated by the Agency's Human Resources office. Since each agency is following its own procedures, information about how to provide this proof is being provided separately at each agency.

A worker can show that they are Fully Vaccinated by submitting any of the following:

1. An original or copy of a COVID-19 Vaccination Record Card issued on the form provided by the U.S. Centers for Disease Control and Prevention ("CDC").
2. A note or receipt signed by a licensed nurse, physician pharmacist, physician's assistant, or other representative of the place where the vaccine was administered. This note or receipt must show at least:
  - a. The worker's name
  - b. The name of the healthcare provider administering the vaccine
  - c. Date(s) of vaccination
  - d. Place of vaccination
  - e. Vaccine product name (i.e., Moderna, Pfizer, or Johnson & Johnson)
3. A printout made by the worker of the worker's record from North Carolina's COVID-19 Vaccine Management System ("CVMS"). For information about accessing CVMS and to register, workers may visit [NCDHHS COVID-19 Vaccine Management System Web Portal](#).

SPECIAL NOTE: A worker's vaccine information may not be available in CVMS. Other vaccine management systems (for example, the systems used in other states, or the systems used by pharmacies or other health care providers) may also contain vaccination information.

Contractors may follow the same procedures as employees or be instructed otherwise by their employing Agency.

### **Will agencies keep my proof of Fully Vaccinated status information confidential?**

Yes. All Agency staff will adhere to medical privacy requirements. Agencies will keep this information in a confidential health information file separate from your general personnel file. Your manager/supervisor will have access to this information only if allowed by Human Resources staff.

Agency Human Resources staff may require an employee to provide additional verification if there is a reasonable basis to suspect that the information provided is not authentic.

### **What if I am Fully Vaccinated but have COVID-19 symptoms?**

If you experience COVID-19 symptoms while at a work site, immediately inform your manager and leave the work site per your Agency's usual procedure.

You must not come to work onsite unless your COVID-19 symptoms are explained by another known cause (such as diagnosed seasonal allergies) or you get a negative test result. You must also stay home and isolate if instructed by a treating health care provider or public health official to quarantine after having close contact with someone who has COVID-19.

If your position is suitable, your Agency may allow you to telework during the isolation period. You should contact your Agency Human Resources office for information regarding available leave options during a period of COVID-19 isolation.

### **If I am Fully Vaccinated, should I tell my Agency if I test POSITIVE for COVID-19?**

Yes. Inform your Agency Human Resources office and if at a work site, leave immediately per your Agency's usual procedure.

You may not return to your work site until the end of the number of days of isolation in current CDC and NCDHHS recommendations. If your position is suitable, your Agency may allow you to telework during the isolation period. You should contact your Agency Human Resources office for information regarding available leave options during a period of COVID-19 isolation.

However, if you are asymptomatic and your Agency has a worker shortage, you may be allowed to continue working on-site while wearing a face covering.

Also, once you have contracted COVID-19, you may continue testing positive for many days afterwards. In that situation, once you complete the required isolation period following a positive COVID-19 test, you do not need to participate in weekly COVID-19 testing for 90 days after the first positive test.

Contractors may follow the same procedures as employees or be instructed otherwise by their employing Agency.

### **What is the isolation period if I am Fully Vaccinated and test POSITIVE for COVID-19?**

As of the date of publication of these instructions, the CDC and NCDHHS isolation recommendations for non-health care workers was:

- For people who test positive but are asymptomatic, to isolate until ten (10) days have passed since the date of the first positive COVID-19 test; and
- For people who test positive and have symptoms:
  - To isolate for at least ten (10) days after the worker first had symptoms, and
  - Not to return to work, even after ten (10) days, until the worker has had no fever (without using fever-reducing medicine) for at least one day.

(This matches the NCDHHS Symptom Screening Checklist for Non-Healthcare Workers, available at <https://covid19.ncdhhs.gov/symptom-screening-checklist-english-0/open>.) This isolation period will automatically update as CDC and NCDHHS recommendations changes over time.

If your position is suitable, your Agency may allow you to telework during the isolation period. Contact your Agency Human Resources office for information regarding available leave options during a period of COVID-19 isolation.

Contractors may follow the same procedures as employees or be instructed otherwise by their employing Agency.

### **SPECIAL NOTES:**

- Once a worker has contracted COVID-19, he or she may continue to test positive for many days afterwards. Therefore, once a worker tests positive for COVID-19 and completes the isolation period, the worker does not need to begin weekly COVID-19 testing for 90 days after the first positive test.

- If an Agency experiences a critical worker shortage, the Agency head may waive this provision and allow asymptomatic workers who are in their isolation period to work onsite while wearing a Face Covering.

**Must I provide truthful information regarding proof of Fully Vaccinated status?**

Yes. Employees violate the policy if they knowingly provide any kind of false or inauthentic document related to proof of Fully Vaccinated status. Disciplinary action may be up to and including dismissal.

**May I file a grievance related to disciplinary action under the policy?**

Yes. An employee may file a grievance per the state Grievance Policy. Employees may not file grievances regarding other persons' violation of this policy.

**What if I am hesitant to get COVID-19 vaccine?**

State employees concerned about vaccination due to physical or emotional reasons are encouraged to reach out to their physician or the statewide Employee Assistance Program (EAP) to discuss by calling the McLaughlin Young Group at 888-298-3907 or 704-717-5295.

If a contractor, intern, or volunteer is concerned about vaccination due to physical or emotional reasons, they may visit [NCDHHS COVID-19 Vaccine FAQ Library](#) to obtain additional information or call the NCDHHS Vaccine help line at 1-888-675-4567.

All workers are strongly encouraged to get vaccinated.

Employees may get vaccinated during their regular work schedule without loss of pay, and to recover in the event of temporary adverse reaction. Regularly updated information regarding COVID-19 vaccine and where it is available is accessible at [NCDHHS COVID-19 Vaccine Information](#).