# Employee COVID-19 Vaccine FAQs

The University of Vermont is committed to protecting the community from COVID-19. Vaccination is proven to be an effective and vital tool to reduce the presence and severity of COVID-19. To safeguard the health of students, employees, and their families, as well as members of our community at large, UVM is requiring that all University employees report their COVID-19 vaccine status in PeopleSoft HR under the Mandatory COVID-19 Vaccine Policy for Employees.

1. **Who is required to comply with the COVID 19 Vaccine Policy for employees?**

   Employees paid by the University defined under the Fair Labor Standard Act (FLSA) (faculty, staff, temporary employees, post-doctoral employees, etc.) **must report** their vaccine information or request an exemption. Employees hired under the student employee job code do not need to report their vaccine information using this process. Additionally, graduate appointees, non-employee student leaders, interns, work study student, etc. are not covered under FLSA as employees and as such do not need to report vaccine information.

2. **If I am also a university student who has reported my COVID-19 vaccine information do I need to report this information as an employee?**

   Yes. All employees (with the exception of those hired using the student employee job code) must report their vaccine information or request an exemption to meet the reporting requirements.

3. **Do employees working fully or 100% remote need to report the COVID-19 vaccine status in order to be considered compliant?**

   Yes. Employees working 100% remote are required to submit vaccine information or have an approved exemption request.

4. **Is reporting my COVID-19 vaccine status mandatory?**

   Yes.  Employees are required to report their COVID-19 vaccine information or request an exemption.  Allowed exemptions are limited to a medical condition or religious beliefs.

5. **How to I track my COVID vaccine status?**

   Employees will track their COVID-19 vaccine information in PeopleSoft HR under the COVID-19 Vaccine Tile. For more information on how to document your vaccine status in PeopleSoft, please see the How To Guide.

6. **What information do I need in order to report my COVID-19 Vaccine information and status?**
   Acceptable proof of vaccination status is:

   1. The record of immunization from a healthcare provider or pharmacy;

2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s)  administering the vaccine(s).

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated).

7. **What does it mean to be fully vaccinated?**
Individuals are considered fully vaccinated two weeks after the final dose of a CDC approved or a WHO emergency use authorized COVID-19 vaccine. This means 2 weeks after a single shot of a one-dose vaccine or 2 weeks after the 2nd shot of a two-dose vaccine.

8. **What are the consequences for not reporting my COVID-19 vaccine information or having an approved exception by January 4, 2022?**
Consequences will be detailed in UVM's mandatory vaccine policy which is currently under development. UVM is currently engaged in conversations with the collective bargaining units about this policy and its impact to bargaining unit members. Once finalized, this FAQ will be updated.