

Date: July 28, 2021

To: All DGS Employees

From: Jennifer Osborn, Chief Deputy Director
Department of General Services

Subject: **ACTION REQUIRED – EMPLOYEE COVID VACCINE VERIFICATION AND TESTING**

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH EMPLOYEES WHO DO NOT HAVE REGULAR ACCESS TO EMAIL

The combination of low vaccination rates in some communities and the increased transmissibility of the Delta variant of COVID-19 has resulted in increasing case rates. The vast majority of new cases involve unvaccinated individuals, with a 600% higher case rate among the unvaccinated compared with those who are vaccinated.

In response to this concerning increase in cases, California Department of Human Resources (CalHR) is implementing COVID-19 testing of all unvaccinated state employees working on site as an additional health and safety standard to protect the state workforce and the public it serves, and to ensure that employees critical to the continuity of state operations will be able to perform their duties.

Office of State Publishing (OSP) and Facilities Management Division (FMD)

Alternate directions will be forthcoming for Office of State Publishing (OSP) and Facilities Management Division (FMD) employees.

DGS Responsibilities

1. Verify as soon as possible with full compliance by Monday, August 2, 2021, each employee who is fully or partially vaccinated or unvaccinated.
 - Self-attestation of vaccine status will not be sufficient evidence of vaccination for exemption from COVID testing or wearing a face covering in state facilities.
2. Implement mandatory COVID-19 testing of unvaccinated state employees in addition to other precautions already required for unvaccinated employees. The testing protocol for state employees will be phased in over a period of weeks.

- Fully vaccinated individuals are exempt from COVID-19 testing. Fully vaccinated individuals shall be allowed to elect to participate in COVID-19 testing and can voluntarily elect to wear face coverings in the workplace.

Employee Responsibilities

Any employee seeking to be exempt from COVID-19 testing or wearing a face covering must provide evidence of being fully vaccinated.

1. Provide your vaccination status to your supervisor. Options below:
 - a. Show your supervisor your digital vaccine record. Employees may access their [Digital COVID-19 Vaccine Record](#), receive a link to a QR code and digital copy of their vaccine record from the California Department of Public Health (CDPH).
 - b. Show your supervisor your vaccine card or other medical record establishing full or partial vaccination.
 - Substantiation may be shown in person, via Microsoft Teams, or Zoom.
 - Supervisors will not keep or make copies of the vaccination record.
2. If your vaccination status changes (ex: receive 2nd dose, or unvaccinated and becomes vaccinated), please notify your supervisor immediately and show the updated vaccine record information.
3. Vaccinated employees may elect to wear a face covering in the workplace and once COVID testing is established, voluntarily elect to test. Additional guidance is forthcoming.
4. Unvaccinated employees shall wear a face covering in the workplace, and upon request, may be issued a N95 respirator. When mandatory COVID testing is established, unvaccinated employees shall comply with the directive.
 - a. Employees must adhere to the directives. Failure to do so may result in disciplinary action.

Manager/Supervisor, Employee Resource Liaison, and Attendance Clerk Responsibilities

1. As soon as possible but no later than August 2nd, verify the vaccination status of each of your employees. In the absence of a manager/supervisor, Employee Resource Liaisons (ERL) or Attendance Clerks (AC) should verify vaccination status.
2. Certify using this survey link <https://forms.office.com/g/8SxmGCTQ7W> for each employee.
 - a. If there is a question regarding the legitimacy of the vaccination status, please contact Office of Human Resources (OHR) at ohrspecialrequests@dgs.ca.gov. For example, first and or last name of the employee does not match the vaccination record.

- b. If an employee's vaccination status changes (ex: receives 2nd dose, or unvaccinated and becomes vaccinated), update the entry in the survey link above.
 - c. Employees certified as EARLs or Attendance Coordinators may verify, collect, and input into the survey link.
3. Provide a list to OHR's Constructive Intervention Unit (CIU) at OHRReturnToWork@dgs.ca.gov of all employees refusing to comply, by August 2nd.
4. If an employee is on leave, update the survey link with the applicable information and an estimated return date. Upon employee's return, verify and certify the employee's vaccination status as the earliest opportunity arises.
5. Ensure employees who shall be wearing a face covering while in the workplace, do so. Noncompliance issues should be referred to CIU.
6. Once COVID testing instructions are provided, ensure the processes are followed.
7. If an unvaccinated employee requests a N95 respirator, please contact Office of Business and Acquisition Services (OBAS) at bsservices@dgs.ca.gov.
8. This directive shall not affect the employees telework status or telework schedule.

Both Employee and Supervisor Responsibilities

- If an employee is unable to comply due to a disability, they shall immediately notify their supervisor and Return-to-Work Coordinator at OHRReturnToWork@dgs.ca.gov to engage in the interactive process. Employees requesting a religious accommodation shall immediately contact the Equal Employment Opportunity (EEO Office) at DGSEEO@dgs.ca.gov or 916-376-5127. If an employee has submitted a request for reasonable or religious accommodation due to the inability to comply, they may request permission to remain off work, using their own leave credits or take an unpaid leave-of-absence, pending a determination of their request. The Department shall engage in the interactive process with the employee to ensure that a timely reasonable or religious accommodation determination is made.
- Treat employees with respect and address potential workplace bullying/violence. For example:
 - Employees and supervisors shall respect physical distancing when practiced by an individual, as some individuals will be masked and unmasked in the workplace.
 - Employees shall not inquire or make comments regarding masked and unmasked status of individuals.

Definitions

1. Vaccination Status

Fully Vaccinated	In general, people are considered fully vaccinated: ±
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	<ul style="list-style-type: none"> • 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or • 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine <p>If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated</p>
Partially Vaccinated	<ul style="list-style-type: none"> • People who do not meet the definition of fully vaccinated but have received a vaccine dose.
Unvaccinated	<ul style="list-style-type: none"> • Has not received any doses of the Moderna, Pfizer, or Johnson & Johnson vaccine

2. **Employee**

DGS employee. Currently this memorandum is not applicable to contractors, volunteers, or visitors. However, any contractor, volunteer or visitor should refer to the [State Employee Face Covering Requirements](#) and abide by face covering directives.

3. **Supervisors Certification of Vaccination**

The Supervisor has reviewed employees' evidence of vaccination and confirmed its legitimacy.

Thank you for your ongoing cooperation as we work together to support a safe workplace.