

**Frequently Asked Questions**  
**COVID-19 State Employee Vaccination Attestation/Mitigation Measures**

These Frequently Asked Questions (FAQs) are intended to assist state employees in understanding the State of Vermont’s COVID-19 State Employee Vaccination Attestation/Mitigation Measures. These FAQs may be periodically updated with additional questions and responses. If you have additional questions that are not answered in the below FAQs, please direct questions to your supervisor and/or Human Resources business partner.

<b>A. Applicability</b>		
<b>Number:</b>	<b>Topic:</b>	<b>Question/Answer:</b>
A.1	Applicability (updated Jan. 28, 2022)	<p><b>Q: Do the State’s COVID-19 vaccination attestation/mitigation measures apply to me?</b></p> <p>A: Effective on September 15, 2021, State of Vermont Executive Branch employees are required to attest that they are fully vaccinated against COVID-19 or comply with mitigation measures. Only employees who have been approved to telework out-of-state on a full-time basis are exempt from the mitigation measures during such time as full-time, out-of-state telework is approved. State employees at 24/7 facilities may be required to comply with their specific vaccination, testing and face covering requirements and any more stringent requirements contained in the State’s COVID-19 vaccination attestation/mitigation measures.</p>
A.2	Applicability (updated March 14, 2022)	<p><b>Q: Are new hires required to comply with the requirements of the State’s COVID-19 vaccination attestation/mitigation measures?</b></p> <p>A: Yes. New employees are required to attest upon commencing work or they will be subject to the mandatory mitigation requirements (weekly testing). State employees at 24/7 facilities may be required</p>

		to comply with their specific vaccination, testing and face covering requirements and any more stringent requirements contained in the State’s COVID-19 vaccination attestation/mitigation measures.
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## B. Vaccinations

Number:	Topic:	Question/Answer:
B.1	Vaccinations (updated March 14, 2022)	<p><b>Q: Are state employees required to get vaccinated as a condition of employment?</b></p> <p>A: All state employees are encouraged to get vaccinated. At this time, state employees are not required to be vaccinated as a condition of employment. However, state employees who have not attested to being fully vaccinated are required to comply with the State’s mitigation requirements (weekly testing). State employees at 24/7 facilities may be required to comply with their specific vaccination, testing and face covering requirements and any more stringent requirements contained in the State’s COVID-19 vaccination attestation/mitigation measures.</p>
B.2	Vaccinations	<p><b>Q: Can unvaccinated employees receive a COVID-19 vaccination on state time?</b></p> <p>A: Yes. Employees should use the time reporting code “Paid Not Worked (PDNW)” on their timesheet to account for reasonable time spent obtaining vaccination. Employees should also enter “COVID vaccination” in the comment section next to the hours coded with “PDNW.”</p>
B.3	Vaccinations	<p><b>Q: If I have an adverse reaction from the COVID-19 vaccination which prevents me from performing work, will I be paid for the time I miss work?</b></p> <p>A: Yes, you will receive pay for work time missed up to one full shift. Employees should use the time reporting code “COVID-19 Not Worked (C19NW)” on their timesheet to account for this time.</p>

## C. Attestation

Number:	Topic:	Question/Answer:
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C.1	Attestation	<p><b>Q: How do I attest?</b></p> <p>A: Employees should complete their attestation in VTHR by doing the following:</p> <p style="padding-left: 40px;">Main Menu → Self Service → Personal Information → COVID-19 Vaccine Attestation</p>
C.2	Attestation	<p><b>Q: What does “fully vaccinated” mean?</b></p> <p>A: Currently, to be fully vaccinated, 14 days must have passed since the employee has completed a single-dose vaccine or completed the second dose of a two-dose series vaccine. Employees who have only received the first dose of a two-dose vaccine or who have not had 14 days pass since the completion of a single-dose or two-dose series are not considered fully vaccinated. At this time, completion of a booster shot is not required to be considered fully vaccinated.</p> <p>Previously having been infected with COVID-19 or having antibodies does not constitute an employee being fully vaccinated.</p>
C.3	Attestation (Updated March 14, 2022)	<p><b>Q: Can employees decline to provide the attestation?</b></p> <p>A: Yes. Only employees who have been fully vaccinated may attest. However, even if an employee has been fully vaccinated, the employee may choose not to attest. If an employee chooses not to attest, that employee will be required to follow COVID-19 mitigation requirements (weekly testing), even if they have been fully vaccinated. State employees at 24/7 facilities may be required to comply with their specific vaccination, testing and face covering requirements and any more stringent requirements contained in the State’s COVID-19 vaccination attestation/mitigation measures.</p>
C.4	Attestation (Updated March 14, 2022)	<p><b>Q: May I revoke my attestation?</b></p> <p>A: Yes. An employee may revoke their previously issued attestation. Employees wishing to do so should update their attestation form in VTHR. Once the attestation has been revoked, the employee will be subject to COVID-19 mitigation requirements (weekly testing). State employees at 24/7 facilities may be required to comply with their specific vaccination, testing and face covering requirements and any more stringent requirements contained in the State’s COVID-19 vaccination attestation/mitigation measures.</p>

C.5	Attestation	<p><b>Q: Do I need to provide proof of my vaccination?</b></p> <p>A: Although proof of vaccination is not required to complete the attestation, employees may be required to furnish proof of any representation made in the Attestation, including proof of vaccination, upon request. Currently, certain employees, like those employed by certain 24/7 facilities, are required to furnish additional information or proof of vaccination with their employer.</p>
C.6	Attestation	<p><b>Q: Do employees who are not physically working on site (e.g., teleworking, home-based) need to complete the attestation?</b></p> <p>A: Yes.</p>
C.7	Attestation	<p><b>Q: The attestation form includes a provision that states: “Notwithstanding the above, I understand that should my Agency/Department, State and/or Federal regulations require more stringent mitigation measures I must comply with those measures.” What does that mean?</b></p> <p>A: The state and federal response to the COVID-19 pandemic is always evolving as more information is learned. As a result, health guidance and federal and state requirements are constantly changing to account for new information and new circumstances. The State of Vermont, as an employer, must maintain a safe work environment and may be required to issue additional mitigation measures as is necessary based upon legal obligations and/or the present health situation. Examples of such potential measures may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>- Universal mask mandates for all employees</li> <li>- More restrictive requirements for specific agencies/departments dictated by federal law</li> <li>- Changes in what constitutes “fully vaccinated”</li> <li>- Additional testing requirements</li> </ul>

## D. Testing

Number:	Topic:	Question/Answer:
D.1	Testing (updated Dec. 7, 2021)	<p><b>Q: Am I required to test?</b></p> <p>A: Beginning September 20, 2021, executive branch employees who have not completed an attestation are required to comply with the State’s mandatory mitigation requirements, including mandatory weekly testing.</p>
D.2	Testing (updated Jan. 28, 2022)	<p><b>Q: If I have tested positive for COVID-19, am I still required to test?</b></p> <p><b>A: If positive test result was through a PCR test (i.e., test processed at a lab) or doctor’s note with a diagnosis of COVID:</b></p> <p>If an unattested employee provides documentation of a positive PCR COVID-19 test or a doctor’s note indicating that the employee has tested positive for COVID-19, that employee will not be required to participate in the weekly testing requirement for a period of 90 calendar days (calculated from the date of the positive test). After the 90-day period, the unattested employee will again be subject to the testing requirement. If during this 90-calendar day period, the unattested employee has recovered from COVID-19 and develops new symptoms of COVID-19, the unattested employee should isolate immediately, contact their health care provider, and contact their supervisor immediately. If the unattested employee’s health care provider recommends that the employee be tested, the unattested employee must be tested prior to returning to the workplace.</p> <p><b>If positive test result was through an antigen test (i.e., a rapid test not processed at a lab):</b></p> <p>If an unattested employee tests positive through an antigen test (i.e., a rapid test), that employee should only return to the worksite when the employee is cleared to end isolation according to Vermont Department of Health guidelines or by their medical provider. An unattested employee who tested positive on an antigen test must resume weekly PCR testing as required through the State’s mitigation requirements. If the employee then tests positive on the weekly PCR test, that employee will be exempt from weekly testing for 90 calendar days (calculated from the date of the positive PCR test) and should follow the guidance in the paragraph above.</p> <p>At all times, the employee must continue to follow the face covering requirements.</p>

D.3	Testing	<p><b>Q: Where and when do I pick up the COVID-19 test kit?</b></p> <p>A: All employees should have received information about the day of the week, schedule, and location that they are scheduled to pick up and return their COVID-19 test kit. You are not required to submit to testing until you receive the location, date, and time for testing. You may pick up and return the COVID-19 test kit at any time during the scheduled hours assigned for your location.</p>
D.4	Testing	<p><b>Q: Can I pick up and return my COVID-19 test kit from a location other than the one that I was assigned?</b></p> <p>A: You may only pick up and return the COVID-19 test kit at the location you were assigned, unless otherwise approved by your supervisor.</p>
D.5	Testing	<p><b>Q: How do I take the COVID-19 test?</b></p> <p>A: A site administrator will be situated at each location site.</p> <p>The site administrator will show you where to pick up the test kit.</p> <p>Instructions on how to register for your testing account will be provided at each site. The name of the software program that your account will be registered in is Binx.</p> <p>The test is self-administered. You may perform the test anywhere within your worksite where you are comfortable doing so. Detailed instructions on how to perform the self-administered test will be included in the test kit. Contact information is included in the materials provided at the test distribution location and/or within the test kit if you have questions regarding account registration, or on how to perform the self-administered test.</p>
D.6	Testing (updated Oct. 28, 2021)	<p><b>Q: Can I submit my test without completing registration with Binx?</b></p> <p>A: No. The State has contracted with Binx to provide the mandatory testing services and registering an account with Binx is a required condition of the State’s testing measures. Tests cannot be processed by Binx without registration. Since employees who choose not to provide a vaccination attestation are required to participate in the State’s mitigation testing measures, they are also required to complete all registration requirements to create an account with Binx. Failure to do so will result in a determination</p>

		<p>that the employee has either refused to test or missed a test because Binx will be unable to process the test.</p> <p>We understand that there has been some concern expressed about certain language included in the Binx registration process. As of October 28, 2021, the Binx informed consent form has been updated to address those concerns and to reflect that the test is being conducted at the request of the State.</p>
D.7	Testing (updated Oct. 26, 2021)	<p><b>Q: What do I do when I complete the test?</b></p> <p>A: You will place the tube in the kit box, seal it up, and return it to the site administrator prior to the scheduled end time of the test kit distribution schedule for the day.</p>
D.8	Testing	<p><b>Q: How will I be notified of my test results?</b></p> <p>A: You will be notified of the results of your test electronically.</p>
D.9	Testing (updated Jan. 28, 2022)	<p><b>Q: Is time spent complying with the State’s testing requirement paid?</b></p> <p>A: Yes. All time spent completing the mandatory testing requirement, after reporting to their duty station at the beginning of their scheduled shift, should be coded as regular work hours. However, employees who have requested and received authorization to leave their duty station after complying with the testing requirement or to complete testing at an alternate location, should not consider the commute time as compensable. Employees should coordinate with their supervisors to request authorization in advance and to account for any travel time for the purpose of obtaining their test kits during regular work hours (e.g., flex time, discretionary leave) as necessary.</p>
D.10	Testing	<p><b>Q: What if I am on authorized leave on the day I am required to test?</b></p> <p>A: Employees that are on an authorized leave on the day that they are required to test are not required to test on that day. Employees may not utilize leave in an improper manner to avoid compliance with the testing requirements. For instance, if an employee’s scheduled test day is Tuesday of each week, the employee may not take annual leave every Tuesday to avoid the testing requirement. Employees utilizing leave in an improper manner to avoid compliance with the testing requirements will be subject to disciplinary action, up to and including termination.</p>

		<p>Employees who have been placed on Temporary Relief from Duty are not excused from the testing requirement and are required to comply. Information for how such employees should comply with the testing requirement will be issued directly to those employees.</p>
D.11	<p>Testing (updated Nov. 10, 2021)</p>	<p><b>Q: What if I do not take the weekly COVID-19 test?</b></p> <p>A: Participation in the mitigation requirements, including testing, is mandatory for employees who have not attested to being fully vaccinated.</p> <p>Any employee who is subject to the mitigation requirements but refuses to participate in testing will be placed on Authorized Off-Payroll status for up to five (5) workdays to allow them an opportunity to reconsider complying with the requirement. Should the employee continue to refuse to be tested they will be placed on an unpaid Administrative Leave of Absence until such time as the employee complies or mitigation requirement measures are lifted. Employees placed on an unpaid Administrative Leave of Absence will be responsible for 100% of any health plan premium.</p> <p>Any employee who misses required COVID-19 weekly testing will be subject to disciplinary action, up to and including dismissal from employment.</p> <p>Supervisors are responsible for monitoring compliance with all mitigation requirements, including mandatory weekly testing.</p>
D.12	<p>Testing (updated Dec. 7, 2021)</p>	<p><b>Q: How long are employees subject to the mandatory mitigation testing requirements?</b></p> <p>A: Unattested employees must comply with the State testing requirement until that employee completes the vaccination attestation form indicating that they are vaccinated, or until the COVID-19 vaccination attestation/mitigation measures have officially been rescinded.</p>
D.13	<p>Testing</p>	<p><b>Q: Can an employee provide their own negative COVID-19 test results to comply with the mandatory testing requirement?</b></p> <p>A: No. All required testing must be completed through a state-provided test and the State’s contracted provider.</p>



D.14	Testing	<p><b>Q: May an employee who has been fully vaccinated elect to participate in the state provided testing?</b></p> <p>A: Yes.</p>
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## E. Face Covering

Number:	Topic:	Question/Answer:
E.1	Face Covering (Updated March 14, 2022)	<p><b>Q: Am I required to wear a face covering in State offices and buildings if I am unattested?</b></p> <p>A: Beginning March 14, 2022, face coverings will no longer be required for employees, contractors, and visitors to State offices and buildings regardless of vaccination status. However, State employees at 24/7 facilities may be required to comply with their specific vaccination, testing and face covering requirements.</p>

## F. Miscellaneous

Number:	Topic:	Question/Answer:
F.1	Miscellaneous	<p><b>Q: Can a vaccinated employee receive a COVID-19 vaccination booster on state time?</b></p> <p>A: Yes. Employees should use the time reporting code “Paid Not Worked (PDNW)” on their timesheet to account for reasonable time spent obtaining vaccination. Employees should also enter “COVID vaccination” in the comment section next to the hours coded with “PDNW.”</p>

F.2	Miscellaneous (updated Oct. 26, 2021)	<p><b>Q: I tested positive for COVID-19, can I continue to work?</b></p> <p>A: If employees are teleworking and able to work, employees who have tested positive may continue to telework. If employees are required to physically come to a worksite, the employee cannot enter the worksite and must follow the isolation and return to work guidance set forth by the Vermont Department of Health. That guidance can be found here: <a href="#">What to Do if You Test Positive for COVID-19   Vermont Department of Health (healthvermont.gov)</a>.</p>
F.3	Miscellaneous (Updated March 14, 2022)	<p><b>Q: Am I eligible for paid leave if I have tested positive for COVID-19?</b></p> <p>A: If an employee is approved to telework and able to do so, they should telework. If symptoms prevent an employee from teleworking, absence from work is treated as follows:</p> <p>If an employee has attested, upon receipt of a documented COVID-19 positive result, that employee will be paid for their absence from work and should utilize the time reporting code C19NW or FC19S on their timesheet for time during which they are required to quarantine. Employees should contact their HR Business Partner assigned to support their department to determine the appropriate code.</p> <p>If an employee has not attested, upon receipt of a documented COVID-19 positive result, that employee may either use their own earned paid leave balances (sick, annual, personal, comp) or be placed on an unpaid leave status.</p>
F.4	Miscellaneous (updated Nov. 10, 2021)	<p><b>Q: I have been informed that I am a close contact of someone with COVID-19, can I continue to work?</b></p> <p>A: If employees are teleworking and able to work, employees who are a close contact of someone with COVID-19 may continue to telework. All employees who are a close contact of someone with COVID-19 should follow the Vermont Department of Health guidance located here: <a href="#">What to do if you are a close contact web page</a>.</p>

F.5	Miscellaneous (updated Jan. 28, 2022)	<p><b>Q: Am I eligible for paid leave if I am a close contact of someone who has tested positive for COVID-19?</b></p> <p>A: Employees who have attested should follow Vermont Department of Health guidance for close contacts and, if they are unable to work, should utilize the C19NW time code for time during which they are required to quarantine. Employees who have not attested and are required to quarantine, may either use their own earned paid leave balances (sick, annual, personal, comp) or be placed on an unpaid leave status.</p>
F.6	Miscellaneous (updated Nov. 3, 2021)	<p><b>Q: What should I do if I am feeling unwell and showing respiratory symptoms or a fever?</b></p> <p>A: All employees are required to monitor their symptoms daily. Employees should stay home if they are unwell or have a fever, regardless of vaccination status.</p>