



# *Certification of Employee COVID-19 Vaccination Status*

Since the start of the COVID-19 pandemic, more than 3.7 million Californians have contracted COVID-19. Sadly, over 63,600 have died. With the availability of COVID-19 vaccines, case rates have dropped significantly but risks remain.

The California's Department of Industrial Relations ("DIR") requires employers to take significant steps to protect their employees' health and safety. To best protect its employees and fulfill its obligations under the new DIR rules, the City requires you to verify your vaccination status.

## **Answers to some questions you may have . . .**

- **Is it legal for the City to require employees to provide information about their vaccination status?** Yes. The U.S. Equal Employment Opportunity Commission and the California Department of Fair Housing and Employment have confirmed that an employer may legally require its employees to disclose their vaccination status.
- **How will the City use this information?** The City uses this information to enforce workplace health and safety requirements. For example, under the current DIR rules, if the City has verified that employees are fully vaccinated, then the City may allow those employees to work indoors without a mask. Also, an employee's vaccination status will determine whether that employee must quarantine after a close contact with a person infected with COVID-19.
- **How will the City protect this information?** The City will maintain information about vaccination status in the same manner that it maintains your confidential personnel record. Only you and individuals authorized to view your personnel information will have access to the medical portion of your file.

**Because of this, all employees are required to provide the City with accurate information about their vaccination status by filling out the form below and submitting it to your Departmental Personnel Officer. If you are already vaccinated, you must provide a copy of your documentation.** Documentation can include a copy of the CDC Covid-19 Vaccination Record Card, documentation of vaccine from your healthcare provider, or documentation issued by the State of California by going to: <https://myvaccinerecord.cdph.ca.gov/>



## Certification of Employee COVID-19 Vaccination Status

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|---|
| Type of Vaccine Received:<br><input type="checkbox"/> Pfizer<br><input type="checkbox"/> Moderna<br><input type="checkbox"/> Johnson & Johnson/Janssen                                  |
| I received the first dose of Pfizer or Moderna on _____<br>I received the second dose of Pfizer or Moderna on _____<br>I received the single dose of Johnson & Johnson/Janssen on _____ |
| <input type="checkbox"/> I am not vaccinated.   |

**Employee Attestation:** *I understand that I am required to provide the City with accurate information about my vaccination status and that failure to be truthful can subject me to discipline, up to and including termination of employment. I hereby certify that I have provided accurate and truthful information about my vaccination status in my answer to the questions above.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

DSW Number: \_\_\_\_\_

Department: \_\_\_\_\_