The content below has been consolidated from questions submitted by University of Arizona supervisors during the Oct. 19, 2021, Special Lunchtime Supervisors Meeting. Some questions have been edited for clarity and to correct typos. All information presented is updated as of Oct. 28, 2021.

Contents

CLARIFICATION ABOUT THE VACCINE REQUIREMENT

Please review the Employee COVID-19 Vaccine Requirement page for the latest information.

Does this apply to:

Supervisors submitted several questions asking to clarify whether the vaccine requirement applied to specific groups of employees, student workers, DCCs, etc. The vaccine requirement applies to all University faculty, staff, student workers, graduate assistants/associates, and postdoctoral scholars who are University of Arizona employees. See below for more specific information.

- **Student workers**
  All deadlines, guidance, and processes outlined on the Employee COVID-19 Vaccine Requirement page are applicable to student workers.

- **Students who are not student workers**
  The vaccine requirement does not apply to students who are not student workers.

- **Designated Campus Colleagues/contractors**
  At this time, DCCs and contractors are not subject to the vaccine requirement.

- **Employees who have had COVID-19**
  Even if you have already contracted COVID-19, you must comply with the vaccine requirement.

Q: Can employees receive their vaccine on Dec. 8, or must it be completed before then?

A: Employees must upload vaccine documentation by Dec. 8, 2021, showing they are fully vaccinated. The CDC considers someone to be fully vaccinated either:

- Two weeks after the second dose in a two-dose series, such as the Pfizer or Moderna vaccines, or

- Two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

To be fully vaccinated by Dec. 8, the last date to receive a first Moderna shot is Oct. 27; for Pfizer, it's Nov. 3. For more information, please see the full timelines

for the three primary vaccine options on the Employee COVID-19 Vaccine Requirement page.

Q: How will compliance to the vaccine requirement be communicated and reported as we approach the deadline?

A: The Division of Human Resources expects to receive compliance reports mid-November. The report will include only employees who are **not** in compliance. Compliance requires uploading COVID-19 vaccine documentation showing that an employee is fully vaccinated, or receiving an approved accommodation. Human Resources will provide outreach and may be in contact with employees who are not in compliance to offer resources and guidance.

Supervisors are not responsible for monitoring vaccination compliance at the unit level. Please direct employees to the Employee COVID-19 Vaccine Requirement page. Supervisors can email HR at HR-COVID19-Questions@email.arizona.edu for help responding to specific questions and scenarios.

Q: If an employee does not want to be vaccinated and commits to regular testing, does that comply with the University's requirement?

A: No. At this time, regular testing in lieu of full vaccination or an approved accommodation does not meet compliance requirements.

VACCINE DOCUMENTATION UPLOAD

Q: How is the vaccine information we upload protected?

A: The HIPAA-compliant vaccine upload system has the University's strongest security and monitoring efforts in place. Like other online University services, this system uses two-factor authentication through WebAuth. All vaccine documents are fully encrypted during upload and download, and any access to the system by authorized users is logged. Additionally, the system undergoes an annual risk assessment overseen by the Chief Information Security Officer to ensure appropriate security controls are in place.

Q: Who has access to uploaded vaccine documentation?

The Authorization for the Release of Information that employees sign when uploading vaccine documentation limits the sharing of vaccine data with the following groups:

- o Campus Health, the University's COVID-19 Data Governance Group, Public Health Advisory Coronavirus Team (PHACT), Incident Command System (ICS), SAFER Contact Tracers, the COVID-19 Response Team, Test All Test Smart, and Housing and Residential Life.

Most of these groups receive aggregate reporting information only (e.g., the percentage of employees who have uploaded their vaccine documentation.)

Employees' uploaded vaccine documentation will not be included in reports to Human Resources. Human Resources will be notified only of employees who are **not** in compliance. Compliance is uploading vaccine documentation or receiving an approved accommodation.

Q: **How do I check the status of my vaccine documentation upload?**

A: There are two ways to verify that your vaccine documentation was successfully uploaded to the secure HIPAA-compliant COVID-19 Vaccine Document Upload page:

1. Use your NetID to log into Wildcat OneStop. If you see a green "VX" below your picture, your upload was successful and you have fulfilled the vaccination requirement.

2. You may also log into the vaccine upload system to verify your upload status.

If you have questions or issues with your vaccine documentation upload, please contact the COVID Ambassador Team at covidhelp@arizona.edu or 520-848-4045.

Q: **Are there alternative options to show we have been vaccinated other than uploading to the University vaccine documentation system?**

A: At this time, the HIPAA-compliant COVID-19 Vaccine Document Upload page is the only method for providing your proof of vaccination.

Q: **What if I lost my vaccine documentation?**

A: Contact your vaccination provider (e.g., TMC, Banner, a doctor's office or a pharmacy). These providers keep records of all vaccinations and will have a way

for you to obtain a copy of your vaccine document. Your patient portal may have an option to download or request a copy.

If you received your vaccination in Arizona, Washington, D.C., Louisiana, Maryland, Mississippi, North Dakota, Washington or West Virginia, you can log into MyIR Mobile for a copy of your immunization records.

In addition, all states have a way to request a copy of your vaccination record. View the CDC's list of states to find out how you can request your vaccination record.

Q: **Can the University coordinate with Banner Health for employees who have already submitted their documentation to Banner Health?**

A: No. The University is a separate employer and does not have access to Banner Health's secure systems.

ACCOMMODATIONS

Please also review the "Accommodations" section of the Employee COVID-19 Vaccine Requirement page.

Q: **Who determines the eligibility of medical or disability accommodations?**

A: The Disability Resource Center will review needs and requests, including information submitted by an employee's medical provider. Please review the DRC's Employees Requesting COVID-19 Vaccine Accommodation page for information and contact that office with any questions regarding medical or disability accommodations.

Q: **Who determines the eligibility of religious accommodations?**

A: Human Resources will review requests for religious accommodations based on sincerely held religious, spiritual or cultural beliefs, and will communicate decisions directly to the requesting employees.

Q: **What are possible accommodation requests?**

A: Accommodations requested will differ and approvals will be determined on a case-by-case basis and may include regular testing, social distancing and/or use of face coverings.

NON-COMPLIANCE

Q: What happens if an employee is not in compliance (does not submit vaccination documentation or receive approval for an accommodation) by Dec. 8?

What happens if a tenured faculty member is not in compliance?

A: After Dec. 8, in accordance with our federal compliance responsibilities pertaining to the Biden administration's executive order, the University will begin the process of working with individual employees not in compliance with the vaccine requirement, and their respective units, to determine a timeline for corrective action, which may include disciplinary action consistent with the University's policies, including disruption to pay.

Please review the employee conduct and behavior policies in the applicable UHAP, Classified Staff and University Staff handbooks.

SUPERVISOR GUIDANCE

Q: What is my role as a supervisor?

A: Supervisors are not responsible for monitoring vaccination compliance, but they can encourage employees to meet the compliance requirement. Please review HR's list of suggestions for what you should do:

- Direct employees to HR's Employee COVID-19 Vaccine Requirement page.

- Help educate employees about the options for compliance (upload vaccine documentation as soon as possible OR request a religious or medical accommodation).

- Listen to employees' concerns and feedback and contact HR if there are obstacles to compliance that we can assist with.

- Support employees who need time off or flexibility in scheduling in order to become fully vaccinated by Dec. 8.

Q: Do you have advice for assisting employees who have strong concerns about the safety of COVID-19 vaccinations?

A: Employees may find these resources from University experts helpful:

- The recorded How COVID-19 Vaccines Work webinar, hosted by the Office of the Provost on Jan. 28. Presenters were Deepta Bhattacharya, Ph.D., Associate Professor, Department of Immunobiology, and Karl Krupp, Ph.D., Research Associate, Mel and Enid Zuckerman College of Public Health.

- The More Answers to Your Questions About COVID-19 Vaccinations article, published by University Communications on Feb. 16, withDr. Bhattacharya's answers to common questions.

- The COVID-19 Vaccines and Variants: What We Know So Far webinar, hosted by the Office of the Provost on Aug. 19. Features Dr. Bhattacharya.

Please also recommend that employees speak with their physicians about specific vaccination risks and benefits. Another resource is the Centers for Disease Control and Prevention vaccine FAQ.

Q: How do I phrase guidance and instructions to employees, or answer individual questions?

A: Please contact your HR Organizational Consultant for guidance with working through conflict management, employee communication and other leadership challenges that are related to the vaccine requirement. Human Resources will be providing additional guidance and talking points for supervisors soon. These are being developed with supervisors' feedback and collaboration and will be shared through email and our HR Organizational Consultants.

NEW HIRES AND RECRUITMENT

Please also review the "Information for Supervisors" section of the FAQ on the Employee COVID-19 Vaccine Requirement page.

Q: Will new hires be required to be fully vaccinated before their start date?

A: Like all University employees, new hires are required to submit documentation demonstrating that they are fully vaccinated for COVID-19 as a condition of employment unless granted a religious or medical/disability accommodation. New hires must submit their COVID-19 vaccine documentation or accommodation request no later than one week after their hire date or by Dec. 8, 2021, whichever occurs later.

Please email HR at HR-COVID19-Questions@email.arizona.edu with questions about a current or upcoming search.

Q: **Will a compliance statement be added to offer letters?**

A: Yes. The following language will be added to all offer letter templates soon.

> **Employee COVID-19 Vaccine Requirement**
> All University employees are required to submit documentation demonstrating their full COVID-19 vaccination status as a condition of employment unless granted a religious or disability/medical accommodation. You must submit your COVID-19 vaccine documentation or accommodation request no later than one week after your hire date or by December 8, 2021, whichever occurs later. To learn more about the employee COVID-19 vaccine requirement, submitting vaccine documentation, and/or requesting an accommodation, please visit https://hr.arizona.edu/content/employee-covid-19-vaccine-requirement.

Q: **Should we talk about the vaccine requirement with candidates?**

A: You may inform candidates of the vaccination requirement and accommodation request options and direct them to HR's Employee COVID-19 Vaccine Requirement page for more information. Applicants or finalists should not be asked if they are vaccinated.

Q: **How should a search committee member screen applicants for this requirement?**

A: Search committees do not need to screen applicants to ensure they meet the requirement. They should not collect vaccine documentation and/or related accommodation requests from candidates. However, they should notify the candidates of the requirement and related resources and direct them to HR's Employee COVID-19 Vaccine Requirement page.

URLS REFERENCED IN THE OCT. 19 MEETING

- HR's Employee COVID-19 Vaccine Requirement page
  https://hr.arizona.edu/content/employee-covid-19-vaccine-requirement

- COVID-19 Vaccine Document Upload
  https://vaccine.wellcheck.arizona.edu

- Wildcat OneStop (check upload status)
  https://onestop.wellcheck.arizona.edu

- DRC's Employees Requesting COVID-19 Vaccine Accommodation page
  https://drc.arizona.edu/covid/employees-vaccine-accommodation

- UHAP, Classified Staff and University Staff handbooks
  https://policy.arizona.edu/human-resources

ADDITIONAL QUESTIONS

Q: Are face coverings still required?

A: Please refer to the University's face coverings guidance page for current information.

Supervisors, please also review HR's Employee Expectations & Compliance Processes for the use of Face Coverings page for the compliance protocol, including potential corrective action steps.

Q: Will there be testing requirements?

A: Please refer to the University's Test, Trace, Treat page.