



COVID-19 Vaccine Requirement – FAQs

1. *Why is the League requiring the COVID-19 vaccine for team members?*

The League has a commitment and obligation to ensure the health and wellbeing of our team members and the community. Throughout the pandemic, safety measures and protocols have been put in place and assessed regularly to ensure the highest level of safety for our team members and patrons. As the pandemic progresses and the virus mutates, vaccination is the primary way to prevent the spread of infection as well as reduce the risk of serious illness and hospitalization.

2. *Why doesn't the League require other vaccinations such as the flu?*

COVID-19 is a pressing public health crisis, and a federal Public Health Emergency has been in place since January 31, 2020. In reviewing all the recommendations from the Center for Disease Control and the Colorado Department of Public Health and Environment, the League has determined this is the appropriate course of action to provide a safe work environment and protect the community.

3. *Why are we only requiring the vaccine for employees and general volunteers and not other people entering the building?*

The League strives to be a strong community partner and supports the effort to get every individual who is eligible and able, to be fully vaccinated against the COVID-19 virus. However, it is not administratively feasible to continue operations and monitor this requirement for everyone who enters the building. We do not want to put our team members in the position of requesting proof of vaccination from all patrons. Obtaining confirmation from vendors, donors, and other League partners prior to their entry into the building is just not a feasible task. Medical and religious accommodations are a necessary and complicated to process. At this time, we need to focus on what we can actually control. In order to provide the highest level of safety and wellbeing to our team members and patrons, and be a community partner, we have determined the best option is to keep the scope of this guideline to our team members.

4. *What if I am unable to get vaccinated for medical or religious reasons?*

The League will provide exemptions for team members who have a medical condition or disability that renders vaccination unsafe, contraindicated or against medical advice; and for team members with sincerely held religious beliefs, observances or practices that conflict with vaccination. Please see Human Resources if you wish to engage in the process to be considered for one of these exemptions.

5. *What if I choose not to be vaccinated but don't have a medical or religious reason?*

The League understands there may be team members who do not want to receive the COVID-19 vaccine. Team members who remain unvaccinated and have not received an approved exemption will no longer be allowed to perform work or volunteer on behalf of the League effective 11/2/2021.

The League will make every effort to ensure employees can transition smoothly to their next opportunity. Employees unable to perform work on behalf of the League because of this guideline



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may use any accrued paid time off benefits available to them, as well as request consideration for a one-time unpaid 30 day leave of absence, during which time their benefits will remain active. At such time that these options have been exhausted, if they have not met the standard of this guideline, their employment will be terminated.

Volunteers unable to perform work on behalf of the League may request consideration for a one-time 30 day leave of absence from their volunteer assignment. At such time that this option has been exhausted, if they have not met the standards of this guideline, their volunteer assignment will be ended.

6. *Is it legal to require team members to be vaccinated?*

Yes, it is legal for employers to require team members be vaccinated for the health and safety of the workplace as long as legally required accommodations (medical and religious exemptions) are in place. Workplaces such as healthcare, education and the military have been requiring various vaccinations for years. The list of employers, government agencies and educational institutions requiring the COVID-19 vaccine is growing each day as they join the effort to combat this pandemic.

7. *Is it a HIPAA violation to ask if I am vaccinated or require me to show proof that I have been vaccinated?*

No, it is not. While vaccination information is classified as Protected Health Information (PHI) by the HIPAA Rules, HIPAA only applies to HIPAA covered entities – healthcare providers, health plans and healthcare clearing houses and their business associates. The League is not a HIPAA covered entity. If an employer asks a team member to provide proof that they have been vaccinated to allow that individual to work or volunteer, that is not a HIPAA violation. However, your vaccination verification will be held in strict confidence. It may not be used for employment purposes outside of this vaccination policy.

8. *Will I be asked to show proof that I have been vaccinated?*

Current team members will not be required to show proof of vaccination immediately (though they may be required at a future date) and instead will be required to complete an affidavit acknowledging their vaccination status. This affidavit will be sent to all employees via Paylocity survey and to all volunteers via Survey Monkey. You will be asked to acknowledge your vaccination status and the exact date of your last shot. Your response to this survey is considered an official affidavit and failure to provide accurate information will lead to disciplinary action up to and including termination.

Team members may be asked to provide proof of vaccination at any time after 11/2/2021 and should be prepared by having such documentation in their possession prior to that date. Some of the reasons a team member may be asked to show documentation is if there has been a workplace exposure, random audits, requirements from external partners, or changes in legislative requirements.



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Any team member who is unable to provide documentation prior to the start of their next shift will not be allowed to return to work or volunteer until such time the documentation is provided and will be subject to disciplinary action up to and including termination of employment or volunteer assignment.

9. **What documentation will you accept as proof that I have been vaccinated?**

Following are the forms of documentation acceptable as proof that you have been vaccinated against the COVID-19 virus. The document must indicate the date of the final vaccination.

- Original CDC COVID-19 Vaccination Record Card
 - Photograph of an original CDC COVID-19 Vaccination Record Card (front and back) may be acceptable if it is clear and easy to distinguish as an original.
- Vaccine Record from the myColorado app
 - For more information about how to access your vaccine record through the myColorado Mobile App™ please visit their website which includes specific steps, FAQs and troubleshooting instructions: <https://mycolorado.state.co.us/myvaccine-record>
- Original signed letter from the health care provider / clinic that provided the vaccine on their letterhead with the dates of each vaccination if multiple doses were required
- Official vaccination record printed from the Colorado Immunization Information System (CIIS) Public Portal: [CIIS Public Portal \(colorado.gov\)](https://colorado.gov/ciis-public-portal)

Counterfeit COVID vaccine documents are starting to become an issue in the U.S., and anyone caught making, possessing and/or using fraudulent documents could face serious consequences including fines, jail time and even felony charges. Any team member caught presenting fraudulent documents to the League will be subject to immediate termination.

10. **What if I lost my proof that I have been vaccinated?**

You have until 11/2/2021 to obtain documentation acceptable as proof that you have been vaccinated against the COVID-19 virus. **DO NOT wait until you are asked to provide proof that you have been vaccinated as it can be a lengthy process to obtain new documentation.**

- Contact the clinic or healthcare provider that vaccinated you and request a new CDC COVID-19 Vaccination Record Card.
- Upload your vaccination record on the myColorado Mobile App™
 - For more information about how to access your vaccine record through the myColorado Mobile App™ please visit their website which includes specific steps, FAQs and troubleshooting instructions: <https://mycolorado.state.co.us/myvaccine-record>
- Print your official immunization record from the Colorado Immunization Information System (CIIS) Public Portal: [CIIS Public Portal \(colorado.gov\)](https://colorado.gov/ciis-public-portal)
 - Following are the instructions for retrieving your immunization records from the CIIS Public Portal: [COLORADO - How to Use the Public Portal to Retrieve Your Immunization Records.pdf](#)



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- If your immunization record is not in the Colorado Immunization Information System (CIIS) Public Portal, following are the instructions to have it added: [COLORADO - How to Get Your COVID-19 Vaccine Added Your CIIS Immunization Record.pdf](#)

11. What if I choose not to disclose my vaccination status or provide proof that I am vaccinated?

Team members who choose not to disclose their vaccination status or provide proof of vaccination when requested will be held to the guidelines set forth for individuals who are unvaccinated.

12. Where can I get vaccinated?

In your arm. You get to choose if it is the right or the left.

13. When can I get vaccinated?

If you are unable to schedule your vaccine outside of your normal schedule, please work with your supervisor to coordinate a time to go during your shift that will have the least impact on the workflow in your department.

14. What if I get sick from the vaccine?

Many people experience a fever approximately 24 hours after receiving the vaccine. Other, more severe reactions are much less common but still occur. If you become sick as a result of the vaccine, you can use FFCRA – Paid Sick Pay to cover any missed time from work.

Any employee who receives the COVID-19 vaccine because of this guidance and believes that they suffered illness or injury as a result of the COVID-19 vaccination should report this to HR and submit a workers' compensation claim.

15. Will I be eligible for rehire/reassignment if I decide to get vaccinated or the League no longer requires employees and volunteers be vaccinated in the future?

As long as the team member is in good standing with the League when they leave, they will be eligible to apply and be considered for future opportunities with the League.

16. We are already short-staffed in some areas. How will we manage the workload if we lose additional employees and volunteers because of this vaccine requirement?

The League has been networking with animal welfare organizations and employers both locally and across the country and fortunately, most have reported that there has been little or no turnover or disruption to the workforce as a result of implementing similar guidelines. We are optimistic that we will have a similar experience; however, we recognize there is a risk. If the League experiences significant workforce disruption because of this guideline, we are prepared to take extraordinary emergency measures to manage the workload and not create unnecessary burden on our workforce.



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17. Will the League require booster shots?

The League is not requiring booster shots at this time; however, we will continue to watch guidance from federal, state, and local government and health agencies and make appropriate decisions to protect the safety and wellbeing of our team members and community.

18. Does this mean we won't have to wear masks anymore?

Masks are still considered an important part of keeping our team members and community safe and will still be required for all team members, patrons and other individuals entering any League facility or performing work or volunteering on behalf of the League.

19. Does this mean that my family members or members of my household will also be required to be vaccinated?

No. This requirement only applies to League team members as outlined in the guideline.

20. What if I believe a team member is not vaccinated but tells the League that they are?

One of the League's core values is integrity, and our expectation is that all team members will act with integrity by honestly representing their vaccination status. We do not expect employees and volunteers to take on the role of monitoring one another's vaccination status. If you have a genuine concern about another team member, please bring all the facts of the situation to either Human Resources or Volunteer Services and they will handle the situation appropriately.