**COVID-19 Vaccination Status Log**

This log is a record which will be maintained in a confidential and secure location as the information on this log will be considered personal health information in accordance with the ADA.

Vaccination status will be determined by the proof provided by each employee. Employees must provide proof of vaccination status by (DATE). If no such proof is provided the employee will be considered unvaccinated. New employees must provide proof of vaccination status by the hire date or provide a negative test result from the 7 days previous to hire.

Proof may be provided digitally or in person; the employer will make a copy of the document which will be considered personal health information in accordance with the ADA.

**Proof may include:**

* The record of immunization from a health care provider or pharmacy;
* A copy of the COVID-19 Vaccination Record Card;
* A copy of medical records documenting the vaccination;
* A copy of immunization records from a public health, state, or tribal immunization information system;
* A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s);
* In instances where an employee is unable to produce acceptable proof of vaccination, an attestation on a form which meets the standards of the ETS will be accepted.

An employee who fails to provide proof of being fully vaccinated (2 weeks past their final shot) will be considered unvaccinated, **unless they have only received one dose of a two-dose course, in which case they will be considered partially vaccinated.**

**Fully vaccinated means:**

2 weeks after completing vaccination (first dose in a one dose vaccine; second dose in a two-dose vaccine). If a two-dose vaccine, there should be a minimum of 17 days between doses with a vaccine:

* Approved or authorized for emergency use by the FDA;
* Listed for emergency use by the World Health Organization (WHO); or
* Administered as part of a clinical trial at a U.S. site (if documented to have active vaccine, not placebo) for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or a person's status 2 weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA or listed as a two-dose series by the WHO (i.e., a heterologous primary series of such vaccines, receiving doses of different COVID-19 vaccines as part of one primary series). (Same 17-day window.)

**This log must include ALL employees (vaccinated and unvaccinated) EXCEPT fully remote or those who work exclusively outdoors or in worksites where no others are present.) Employees should be added to this log upon hire date (all employees must mask until proof of vaccination status is provided).**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | **Employee ID** | **Vaccine Type** **(1 or 2 Dose)**  | **Dose 1 Date** | **Dose 2 Date** | **Status** **(V, PV, UV)** | **Type (Active, Remote, Outdoor, Term, On Leave)** | **Reason/Type Accommodation** |
| Ex. Fred Jones | 12345 | 2 Dose | 04/01/2021 |  | PV | Outdoor |  |
| Ex. Velma Dinkley | 12346 | N/A |  |  | UV | Remote | ADA – Accomm: Work Remotely |