

To: Appointing Authorities, Elected Officials, and State Employees
Cc: FYI: Judicial and Legislative Branches
From: Beth Fastiggi, Commissioner of Human Resources
Date: September 15, 2021
Subject: COVID-19 Vaccination Attestation/Testing for Executive Branch Employees

Dear State of Vermont Executive Branch Employee,

As indicated in the memo sent by Secretary of Administration Susanne Young to you on September 10, 2021 beginning today, **all Executive Branch employees** will be able to complete the attestation form through the [VTHR system](#) to truthfully report and confirm that they are fully vaccinated. 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. Instructions on how to access and complete the *COVID-19 Vaccination Attestation Form* are provided below.

Beginning on Monday, September 20, 2021, all Executive Branch employees who have not completed the attestation will be required to wear an appropriate facial covering at the worksite and will be subject to weekly testing at designated sites. Details on testing sites, locations, and testing processes, timelines, and expectations will be forthcoming.

As previously announced, state employees at 24/7 facilities^[1] are already required to be vaccinated or comply with testing and facial covering requirements.

Any questions on the attestation and/or mitigation requirements for those employees who have not attested should be directed to the [HR Business Partner](#) assigned to your agency/department. [VTHR login instructions can be found here.](#)

Employees who are not yet fully vaccinated are encouraged to do so, and those who elect to be vaccinated will be granted reasonable release time for attendance at and travel to/from the vaccination site and can do so on state time. Employees who become fully vaccinated going forward will be able to complete the attestation at that time. More information on the COVID-19 vaccines, including locations to receive a free vaccination, is available through the Health Department at: <https://www.healthvermont.gov/covid-19/vaccine/getting-covid-19-vaccine>.

Thank you for all you do and stay safe.

^[1] Vermont Veterans' Home, Vermont Psychiatric Care Hospital, Middlesex Therapeutic Care Residence and all Correctional Facilities.

COVID-19 Vaccine Attestation Form in VTHR

VTHR Navigation: Main Menu → Self Service → Personal Information → COVID-19 Vaccine Attestation

The screenshot shows the 'COVID-19 Vaccination Attestation' form. At the top, there is a title 'COVID-19 Vaccination Attestation'. Below it, there are two fields: 'Empl ID' with the value '99999' and 'Employee Name'. A callout box points to these fields with the text 'Confirm your Employee ID and Name'. Below the fields is a large block of text containing instructions and a disclaimer. A second callout box on the right side of the form says 'Read the attestation information carefully.'. At the bottom of the form, there is a checkbox and a 'Submit' button. A third callout box at the bottom of the screenshot says 'Click the check box to attest, which will activate the Submit button'.

COVID-19 Vaccination Attestation

Empl ID : 99999 Employee Name

Beginning September 15, 2021, State of Vermont Executive Branch employees must attest to being fully vaccinated against the COVID-19 virus or be subject to regular COVID-19 testing and masking requirements. **As of September 20, 2021, employees must either complete this Attestation or complete all required COVID-19 testing.**

Only employees who have met the following requirements may attest to being fully vaccinated. 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.

The information employees provide in this Attestation must be truthful and complete. By signing below, **I understand that answering incompletely or answering untruthfully is considered gross misconduct for which I may be subject to disciplinary action, up to and including dismissal from my position.** I further acknowledge that I have read the above disclosure pertaining to my obligations prior to the commencement of work. I understand that I may be required to furnish proof of any representation made in this Attestation upon request.

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.

Having reviewed the above information and understanding its content, I hereby attest that I am fully vaccinated against COVID-19 (i.e., 14 days have passed since receiving a single-dose vaccine or the second dose of a two-dose vaccine series).

 Clicking "Submit" acts as your electronic signature.

Read the attestation information carefully.

Click the check box to attest, which will activate the Submit button

*Employees who have completed email set up in the Security Profile will receive email confirmation. Ensure you receive notifications, complete &/or verify the following email address exists in VTHR.

- Main Menu → My System Profile
- Main Menu → Self service → Personal Information → Email Addresses

*If you have not completed vaccination requirements do not complete this form.