FAQ’s on first dose records non-completion

1. **If Staff have been denied an exemption but are applying for an appeal, do they continue testing or does their initial denial require they be removed from work?**

   While applying for an appeal or an appeal is pending, they should not be deemed noncompliant and need to continue to test twice weekly.

   Staff whose exemption requests have been denied, within the last seven days, should not be removed from the workplace for not having the first vaccination as of 10/15; however, their status will need to be tracked with appropriate action taken, if necessary, through the school/center and vaccine exemption group.

2. **What communication has been provided to the school/center on this process?**

   School/center leadership received guidance on the process on October 12th and were told to communicate it to those who have no vaccination information entered in the system, as of the 13th.

3. **Are the school/centers involved in the approval of an appeal or all done through the exemption team?**

   School/centers are not involved in the approval; this is all done by a neutral exemption team.

4. **Can a list of who we should direct them to be provided?**

   Any inquiry should and continue to go to the vaccine exemption email address.

5. **If someone receives first dose while on a leave, are they permitted to return after doing so or is the 10 days without pay a penalty?**

   Once staff have received their first dose, they need to notify their supervisor so that they may be permitted to return to work.

6. **Removing compensation goes through levels of approvals and cancelling, once initiated, it might require the Workday team. Is there another option (time off code?) for "placing on admin leave" or is removing comp the only process?**

   For now, placing on unpaid admin leave is the only option.
7. As of October 16, 2021, staff members who do not meet the City’s mandate, and have not uploaded their first vaccination record into Workday, will be removed from the workplace without pay for a period of up to two weeks. Should locations just remove compensation for the week and not terminate?

Correct - they are to be placed on unpaid administrative leave for the 10 day period, only to be terminated at the end of that period, if they still do not have their first shot entered or an approved exemption. Temps should only be paid the time they would have worked in the 10 day period.

8. Staff with pending exemption requests should not be removed from the workplace and need to continue with twice a week gateway testing until they have been notified of their exemption status. Are schools/centers being notified of pending exemptions so they do not terminate?

In some cases, yes but it may be delayed so staff should be communicating directly with their supervisor on the progress and will need to show proof once it is received.