

COVID-19 VACCINATION DOCUMENTATION FAQs

May 27, 2021

What information will the County collect?

The system will allow employees to provide proof of vaccination, including the manufacturer of the vaccine (e.g., Moderna, Pfizer, Johnson & Johnson/Janssen), the number of doses received and the dates, and an image of their vaccination card.

Is it legal for the County to ask employees to share information about vaccination status?

Yes. There are many reasons that may explain why an employee has not been vaccinated, which may or may not be disability-related. Employees should understand that they are neither required, nor encouraged, to provide any medical information as part of completing this form.

Is there a deadline for providing this information?

On June 1st, all employees will receive notice of how to enter information into the Tompkins County system. Employees are asked to enter their information by June 11, 2021. If an employee's information changes they can modify their information at a later date.

How is vaccination information stored and protected?

All information will be stored in a highly secure, firewall protected cloud-based database system.

Who has access to the employees' vaccination data?

Each individual employee's vaccination information will be provided to Human Resources. Employees are expected to act honestly and ethically and to observe required health and safety measures in all workplace settings. Tompkins County Leadership will not routinely check whether individuals not wearing masks in their workplace settings are vaccinated, absent complaints or in rare cases where precise documentation is needed to provide appropriate accommodations. However, the County retains the right to undertake compliance review as needed to protect the community, and any employee found to be falsely claiming to be vaccinated, or failing to properly mask, will be subject to discipline for violating New York state COVID-19 directives and Tompkins County policies.

Is it mandatory to complete the vaccination form?

Yes, it is mandatory to complete the form and select from the options provided, including that you decline to share whether you are vaccinated or not. If you are not vaccinated or decline to share that information, you must attest that you understand that you will be required to still wear a mask in all County workplaces when you are unable to maintain a 6-foot separation from others within the workplace.

Is it mandatory to upload my vaccination information?

No. However, not sharing proof of vaccination will be considered the same as if you declined to share whether you are vaccinated or not, and masking requirements will be required.

I have been fully vaccinated. Do I still need to wear a mask, practice social distancing, and wash my hands?

Employees that have attested that they are fully vaccinated (two weeks post their final dose of vaccine), and who have attested through the Tompkins County system, will no longer be required to wear masks indoors, though they may choose to do so. They may also gather and meet on Tompkins County property unmasked within capacity limits for the space. All employees must continue to complete the mandatory daily health screening until such a time as the requirement is adjusted by New York State.

If a County facility (such as public safety or the airport) is required by other local, state, or federal rules to maintain masking and distancing, then you are still required to wear a mask and maintain 6' separation. Additionally, your department head, may still require masks for all employees and visitors in certain departments or buildings depending on the nature of the work and the interactions with the public.

While masking and distancing requirements are changing, it is still important to recognize that the COVID-19 vaccine has not been proven to be 100% effective and we must remain vigilant. This includes practicing social distancing and wearing a mask when in crowded situations.

We should all continue to wash our hands as part of overall good hygiene and not come in to work if we exhibit any COVID-19 symptoms. All these precautions that we have taken over the past 14 months have proven effective at preventing COVID-19, as well as other diseases such as influenza.

Can I submit my proof of vaccination in person rather than online?

Yes. While we would prefer that you upload the vaccination proof directly into the form if your administrative staff in your department is not able to do so (or you are not comfortable sharing that information with them), you may bring your card to Human Resources, and they will scan and upload the information for you.