

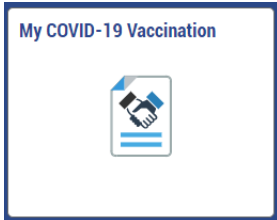


COVID-19 Vaccination Policy

Reporting Your Status and Submitting Docs to PeopleSoft

STEP 1

Sign-in to ess.dc.gov. Click on the **My COVID-19 Vaccination** tile.



STEP 2

Read through the information on the page **carefully** and select the option that is applicable to you.

Fully Vaccinated

Please upload a scanned image or picture of your official COVID-19 vaccination record such as CDC, MyIR, etc.

For the purposes of this record, fully vaccinated means you have received all needed COVID-19 shots (for example, two shots for the Pfizer and Moderna vaccines, or one shot for the Johnson & Johnson vaccine).

Partially Vaccinated

Please upload a scanned image or picture of your official COVID-19 vaccination record such as CDC, MyIR, etc. Until you are fully vaccinated, you must upload a negative COVID-19 result weekly (see below). Once you are fully vaccinated and upload updated documentation, you must change your status to fully vaccinated and upload updated vaccination card. Documentation of vaccination or exemption status needs only to be uploaded once, unless your status changes. New COVID-19 test results, however, must be uploaded weekly.

For the purposes of this record, partially vaccinated means you have received only one of two required COVID-19 shots, which applies to the Pfizer and Moderna vaccines.

Not Vaccinated: Medical/Religious Exemption

I have received a medical or religious exemption from the Vaccine Requirement. I will undergo weekly COVID-19 testing and submit my results as directed.

Please upload only your verification email from your agency. Please do not upload any medical or accompanying documentation.

If you have submitted a request for a medical or religious exemption that is currently under review by your agency, please select "Not Vaccinated: Voluntary Opt-Out" until you receive approval.

Not Vaccinated: Voluntary Opt-Out

At this time I have elected to not get vaccinated. I will undergo weekly COVID-19 testing and submit my results as directed.

HOW-TO GUIDE



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STEP 3

If you selected the **Fully Vaccinated** or **Partially Vaccinated** option, you must fill out the date of your last COVID-19 vaccine shot and submit proof of vaccination by clicking the “Add Attachment” link.

Fully Vaccinated

Date of last shot

[Add Attachment](#)

Please upload a scanned image or picture of your official COVID-19 vaccination record such as CDC, MyIR, etc.

For the purposes of this record, fully vaccinated means you have received all needed COVID-19 shots (for example, two shots for the Pfizer and Moderna vaccines, or one shot for the Johnson & Johnson vaccine).

Select the file you want to upload by clicking **Choose File**, then click **Upload**.

File Attachment

Choose File: No file chosen

[Upload](#) [Cancel](#)

You will receive a confirmation message if your upload succeeded.

If you selected **Not Vaccinated: Medical/Religious Exemption**, you must submit a copy of your agency’s approval of your accommodation by clicking the “Add Attachment” link. **Your agency approval should not contain any information about the nature of your accommodation, only that you have been approved for one.**

STEP 4

If you selected **Not Vaccinated: Voluntary Opt-Out**, you must fill in the following fields on a weekly basis:

Date Submitted	Test Date	Test Results Date	Add Attachment
1 08/24/2021	<input type="text"/>	<input type="text"/>	Add Attachment

In the **Test Date** field, enter the date you took your COVID-19 test. In the **Test Results Date**, enter the date you received your results.

Click the **Add Attachment** link and submit a picture or scan of your negative COVID-19 test result. **If you tested positive for COVID-19, do not submit your positive test result. Instead, contact your manager to report your result.**

Remember that the voluntary weekly testing option is not available for new employees hired through vacancies posted on or after August 14, 2021.



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STEP 5

Verify that you have provided all accurate information and attached any required documentation. Review the **VACCINATION CERTIFICATION** and click **Submit**.

VACCINATION CERTIFICATION

I certify that the information I am supplying in this official government record is true and accurate. Additionally, if I have uploaded any attachments, I certify that I viewed the uploaded document(s) for accuracy and that the uploaded documents are what I purport them to be. I understand that providing false information on this official government record or uploading false or misleading documentation may subject me to administrative actions, up to, and including, termination.

By checking this box, and clicking the Submit button below, I intend these actions to serve as my signature on this form.

Signed: 07/11/2021 8:47PM