

COVID-19 Employee Certification of Vaccination Status & Notice for NEW HIRES

Ramsey County is committed to providing a safe and healthy workplace for all employees and preventing the spread of COVID-19. To ensure a safe and healthy workplace, the potential for transmission of COVID-19 while working must be limited through the cooperative efforts of all employees.

All County employees hired after November 1, 2021 are required to be fully vaccinated against COVID-19. Employment for New Hires who do not provide proof that they are fully vaccinated against COVID-19 may be withdrawn.

If you are fully vaccinated against COVID-19, upon hire the County will request you to upload your COVID-19 Vaccination Record Card or other sufficient proof of vaccination into the Human Resources Information system (Summit). You will be provided instructions on how to do complete this task. You will have three business days to enter this information. The information will be used to confirm you are fully vaccinated against COVID-19. You may be sent home without pay if you have not provided this information within three days of hire or have your employment withdrawn if you refuse to provide this information.

Ramsey County will not tolerate retaliation, discrimination, and/or harassment based on vaccination status or for speaking out about unsafe working conditions or reporting a work-related illness or infection or exposure to COVID-19.

The Minnesota Government Data Practices Act classifies your vaccination status as private data about you. The data collected from you will only be shared with HR staff or their designee to administer the program as well as other staff with a business need to know, and other persons or entities authorized by law.

For more information on the definition of:

- *Fully Vaccinated, go to: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fullyvaccinated.html>
- FDA Approved COVID-19 Vaccines, go to: <https://www.fda.gov/emergency-preparedness-andresponse/coronavirus-disease-2019-covid-19/covid-19-vaccines>

If you need additional assistance, please email ContactHR@ramseycounty.us

Please return the New Hire Certification of Vaccination Status to your hiring manager or department payroll contact immediately.

New Hire Employee Certification of Vaccination Status

New Hires must complete this certification truthfully and to the best of their knowledge.

Effective Nov. 1, 2021 all job offers are conditioned on the candidate being [fully vaccinated](#) against COVID19 with vaccine authorized for emergency use or FDA-[approved](#). Anyone hired after November 1, 2021 will be required to show proof of vaccination on or before their first day of employment and complete a form certifying that they are vaccinated. Religious and medical exemptions and reasonable accommodations will be considered upon request as required by applicable law.

☐ **Yes – I am fully vaccinated.**

By selecting “Yes”, I am certifying to the fact that I am **fully vaccinated and will upload proof of vaccination on the Vaccinations page** in Summit upon hire.

☐ **No – I am not fully vaccinated.**

By selecting “No”, I am certifying that I am **unvaccinated, partially vaccinated, or I do not wish to disclose whether I am fully vaccinated***. I understand New Hires who do not certify to their vaccination status may be considered ineligible for hire.

☐ **I am requesting consideration** for a medical or religious exemption from the County vaccination requirement, or an ADA accommodation.

Please sign below acknowledging you have read this document and certified your vaccination status.

Name

Date

Please return the New Hire Certification of Vaccination Status to your hiring manager or department payroll contact immediately.

Date Created: 10/21/2021