LABORNET

Action Required: Update your VaxTrak Record!

This message is intended for all DOL Federal employees.

Colleagues,

Thank you all for completing VaxTrak and providing your COVID-19 vaccination attestation. Per my email on September 14, 2021, all Federal employees must be fully vaccinated no later than Monday, November 22, 2021. This requirement applies to all DOL employees, including those who are not currently performing onsite or in-person work, but does allow for exceptions, as required by law, for reasonable accommodations for a qualifying medical condition or a sincerely held religious belief, practice, or observance. The Department received government-wide guidance recently regarding processing of such reasonable accommodation requests and is setting up separate processes involving the employee, the supervisor, and the agency's Workplace Equality Compliance Office, as appropriate, to consider these requests. This information and any forms that should be submitted will be posted to LaborNet and communicated with employees shortly.

In order to track compliance with Executive Order 14043, we need to gather additional information from all employees and we have updated VaxTrak for that purpose. Please read through this email for details and announcement of an all-employee forum. All DOL employees must update VaxTrak based on their current vaccination status as follows:

- **Employees who previously affirmed that they were fully vaccinated** must log into VaxTrak, input a few data points (vaccine type, dose date(s), and name of health care professional(s) or clinic site(s) that administered the vaccine), and upload an acceptable proof of vaccination by **close of business on Wednesday, October 27, 2021**. The data points entered must match the uploaded documentation.
    - This step will need to be done from a DOL government computer, while on the VPN. For step-by-step instructions see the VaxTrak: User Information.
- **Employees who have been partially vaccinated** must log into VaxTrak, complete the new information fields, and upload acceptable proof of partial vaccination by **close of business on Wednesday, October 27, 2021**. The data points entered must match the uploaded documentation. After receiving an additional vaccine dose, employees must update their response and upload additional documentation in VaxTrak **within five business days.**
    - This step will need to be done from a DOL government computer, while on the VPN. For step-by-step instructions see the VaxTrak: User Information.
- **Employees who have not been vaccinated and who begin the COVID-19 vaccination process**, must log into VaxTrak, update their response, and upload documentation within VaxTrak **within five business days** of receiving a dose of a COVID-19 vaccination.
    - This step will need to be done from a DOL government computer, while on the VPN. For step-by-step instructions see the VaxTrak: User Information.
- **Employees who have previously responded in VaxTrak, but had selected "I decline to respond"** must update their response in VaxTrak by **close of business on Wednesday, October 13, 2021** and select from one of the following options: I am fully vaccinated; I am not yet fully vaccinated — but have received my 2nd dose; I am not yet

fully vaccinated - but have received my 1st dose; or I have not been vaccinated. Employees must then follow the instructions for that updated status above.

Please see additional information and a few frequently asked questions at the bottom of this email.

The DOL COVID-19 Coordination Team is hosting an **All Employee Open Forum** to answer common questions about the vaccination requirement on **Thursday, October 7th from 12:00 PM – 1:00 PM EDT**: Join the meeting

- To receive the American Sign Language (ASL) interpreting link, please email: Interpreting.Services@dol.gov.
- After the session, use the meeting link to view the recording. This link will remain active until the session is available on LaborNet.

Getting vaccinated may not be an easy or quick decision for everyone, and I encourage you to review the deadlines and resources that I shared last week. Thank you again for helping protect yourself and others.

Stay safe!

Rachana Desai Martin (she/her)
Assistant Secretary for Administration and Management
Office of the Assistant Secretary for Administration and Management
U.S. Department of Labor

Additional Information:

When employees submit their proof of vaccination, supervisors will receive an automated email instructing them to log into the VaxTrak supervisor's portal where they will verify that the employee's documentation is an acceptable form, contains the required information that matches the data points entered, and is clear and legible.

- Employees are able to view whether their supervisor has reviewed and approved their documentation within VaxTrak.

When a supervisor becomes aware that an employee has requested an accommodation (medical or religious), supervisors must annotate this within VaxTrak.

- Employees are able to see whether their supervisor has indicated that an accommodation has been requested and its status.
- As noted above, the Department received government-wide guidance recently regarding processing of such reasonable accommodation requests and will share more information shortly.

Both employees and supervisors have an important role in protecting employees' personal information as part of this process.

- Employees should only provide their documentation to their supervisor using the VaxTrak system (except in limited situations where manual information collection is required).
- Supervisors must treat the information contained in the supervisor's portal of VaxTrak as strictly confidential. Supervisors must not share the information contained in the supervisor's portal of VaxTrak, or any other employee medical information, including diagnoses of disability or vulnerable health conditions, with anyone who does not have a "need to know."

Frequently Asked Questions:

- What should I do before I begin?
  - If you are partially or fully vaccinated, make sure you have your proof of vaccination available and ready to upload.
- What are acceptable forms of documentation?
  - Acceptable documentation includes: a copy of the record of immunization from a health care provider or pharmacy; a copy of the COVID-19 Vaccination Record Card; a copy of medical records documenting the vaccination; a copy of immunization records from a public health or state immunization information system; or a copy of any other official documentation containing required data points.
- How do I access VaxTrak?
  - VaxTrak can be accessed by clicking this link. Make sure you are accessing VaxTrak through Google Chrome or Microsoft Edge from your DOL computer and while logged onto the VPN.
- How should I get a copy of my documentation onto my government computer to upload to VaxTrak?
  - You can use the Camera application on your computer to take a picture of your vaccination card and upload into the tool. If that's not possible, take a photo with your DOL-issued government mobile device. Page 2 of the VaxTrak: User Information, contains step-by-step instructions to assist you. If neither option works for you, contact the Enterprise Service Desk for support. The CDC provides some guidance on obtaining vaccination records and many states provide guidance specific to that state.
- What resources exist to assist me with this?
  - VaxTrak LaborNet Page (user instructions, supervisor guidance, helpful tips)
  - Additional FAQs
  - VaxTrak Information for Users
  - COVID-19 Vaccination Information on LaborNet (requirements, appointment resources, helpful links)

If you have additional questions, please view the DOL VaxTrak Agency Points of Contact webpage and contact your Agency's designated Point of Contact.

Questions? View the LaborNet page or email us at ███████████████████

Posted: October 5, 2021