

**Frequently Asked Questions & Answers for Wisconsin State Employees  
Regarding the Coronavirus (COVID-19) Pandemic**

This document contains answers to frequently asked questions for state employees and was prepared by the Wisconsin Department of Administration in collaboration with the Wisconsin Department of Health Services. Responses below are in accordance with applicable collective bargaining agreements or state administrative code. If you have additional questions, please ask your supervisor.

The Departments of Corrections, Health Services, and Veterans Affairs may issue additional requirements for their employees, residents, and visitors of congregate living facilities. Additionally, any agency may issue additional requirements, if necessary, to comply with federal regulations. All agency rules or guidance require approval by the Division of Personnel Management Administrator prior to implementation

**Section F: COVID-19 Vaccination Status Requirements**

Effective, **August 23, 2021**, all executive branch employees and contract staff are required to provide their COVID-19 vaccination status and documentation.

	1.	Why is the State of Wisconsin requiring state employees to submit their COVID-19 vaccination status?	The State of Wisconsin is committed to making our buildings and worksites safe for our employees and citizens. This requirement will allow the state as an employer to understand our progress toward our overall goal of community immunity against COVID-19 through vaccination. Our employees are the most important part of state government, and without a healthy workforce, we cannot provide essential services for our residents and visitors to our state.
	2.	Who is required to submit their vaccination status?	This policy applies to all Wisconsin state employees, contractors, and interns, who are required, under any circumstances, to be physically present in a state facility.
	3.	How do I submit documentation of my vaccination status?	You can submit documentation of your vaccination status in STAR HR System. Log into the STAR HR Employee Self, under the My Information Tile - COVID-19 Vaccination section. Use the <a href="#">COVID ESS Job Aid</a> Instructions to identify your vaccination status and upload your supporting documentation. Acceptable documentation includes an electronic copy of a CDC COVID-19 vaccination card or an electronic copy of the Wisconsin Immunization Registry showing that you received the COVID-19 vaccine (i.e., Pfizer, Moderna, Johnson and Johnson/Janssen) and the date it was administered. If your vaccination status changes, please go back to STAR HR System to update your information. HR staff will verify the information submitted.
	4.	What is the deadline for submitting proof of my COVID-19 vaccination status?	Beginning October 18, 2021, employees who are not vaccinated, or who have not reported their vaccination status, must submit to the weekly COVID-19 testing requirement.

	5.	Do new employees need to submit documentation of their COVID-19 vaccination status?	New employees are required to provide documentation of their vaccination status in STAR HR System as soon as the new hire has access to the system, within the first pay period of their start date. Employees who do not report their vaccination status with supporting documentation or who are not vaccinated, after this period, must submit to weekly COVID-19 testing.
	6.	What if I have personal, medical, or religious reasons for not wanting to get vaccinated?	This policy does not require employees get a COVID-19 vaccination. It requires employees and contractors to provide their COVID-19 vaccination status.
	7.	Who will maintain documentation of my COVID-19 vaccination status information?	This information will be captured and maintained by human resources staff in STAR HR System. STAR is a secure system that adheres to the state of Wisconsin government record retention, IT privacy practices and compliance policies.
	8.	Does an employee on a leave of absence have to comply with the requirements of this policy?	Employees currently on approved leave will be required to submit their COVID-19 vaccination status and supporting documentation in STAR HR System prior to return to work from their approved leave.
	9.	Are employees given paid work time to get the COVID-19 vaccine?	A reasonable amount of time in pay status will be provided to employees who elect to receive the vaccine during normal work hours. Employees should work with their supervisor to receive approval in advance, according to agency policy. <a href="#">Vaccination clinics</a> are being hosted by the State in August and September. Additionally, you can find a <a href="#">vaccination site</a> near you or your work site.
	10.	Who will my COVID-19 vaccination status information be shared with?	The vaccination information you provide will be treated as confidential medical records. It will be maintained separately for each employee as required under the American with Disabilities Act (ADA). Information regarding whether a staff member has submitted their vaccination status may be accessed by agency HR staff or other agency staff with a business need to know, and others authorized by law. This information will allow the state as an employer to understand our progress toward our overall goal of community immunity against COVID-19 through vaccination.
	11.	What if I cannot locate my COVID-19 vaccination card or documentation?	<p>Contact the provider who administered the COVID-19 vaccination to request proof of vaccination. This may be a health department, pharmacy, or primary care provider. Documentation should include your name, the name of the healthcare facility/provider, type of vaccine, and the date(s) of vaccination. You can also access and print your COVID-19 vaccination record through the <a href="#">Wisconsin Immunization Registry Public Information Access webpage</a>, if you received your vaccination in Wisconsin, using the instructions below:</p> <ul style="list-style-type: none"> <li>• If you have a social security number, Medicaid ID, or Health Care Member ID, you can access your record through the <a href="#">Public Immunization Record Access webpage</a>.</li> <li>• If you do not have one of these numbers, you can access your record one of two ways: <ul style="list-style-type: none"> <li>○ Option 1: Fill out the <a href="#">Wisconsin Immunization Registry Record Release Authorization, F-02487 and</a> have your records sent to you.</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>○ Option 2: Ask the organization that vaccinated you to assign you a chart number in WIR. The chart number field is linked to the Health Care Member ID.</li> <li>○ Then, visit the <a href="#">Public Immunization Record Access webpage</a> and enter the chart number assigned to you in the Health Care Member ID field.</li> </ul> <p><i>Note: If you received your vaccination in another state, go to that state department of health website to determine how to get a copy of your record.</i></p>
	12.	Do visitors, customers, and vendors to state agency facilities need to show proof of a vaccine?	No. Visitors, customers, and vendors are strongly encouraged to be vaccinated, but not required. Employees should not request the COVID-19 vaccination status of visitors, customers, or vendors. Like state employees, these individuals are required to follow the COVID-19 guidance while in a state facility, including any posted requirements in specific buildings or spaces.
	13.	Can I ask other co-workers about their COVID-19 vaccination status?	No. It is not appropriate to ask your colleagues about their COVID-19 vaccination status. A colleague may choose to voluntarily share that information with you if they wish; however, you should not ask anyone about their vaccination status.
	14.	Isn't asking about my vaccination status and other health information a violation under HIPAA?	No. HIPAA, also known as the Health Insurance Portability and Accountability Act of 1996, and its subsequently added Privacy Rule include provisions to protect a person's identifying health information from being shared without their knowledge or consent. The law, though, only applies to specific health-related entities, such as insurance providers, health-care clearinghouses, health-care providers, and their business associates. Although vaccination information may be PHI, it is not a violation of HIPAA for an employer to ask its employees to reveal their vaccination status or to ask employees to provide documentation showing their vaccination status. For more information, please refer to the following <a href="#">article</a> .