

State of Vermont
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Susanne R. Young, Secretary

To: Appointing Authorities, Elected Officials, and State Employees
Cc: FYI: Judicial and Legislative Branches
From: Susanne Young, Secretary of Administration
Date: September 10, 2021
Subject: COVID-19 Vaccination Attestation/Testing for Executive Branch Employees

Dear State of Vermont Executive Branch Employee,

Effective on Wednesday, September 15, 2021, all State of Vermont Executive Branch employees will be required to attest that they are fully vaccinated from COVID-19 or comply with mitigating measures. Those employees who are not fully vaccinated are required to be tested weekly at designated testing sites and to wear an appropriate face covering at work. Because vaccinations work and are the best way for Vermont to move forward and put the pandemic in our past, all State of Vermont employees are encouraged to get a COVID-19 vaccine as soon as possible.

As previously announced, state employees at 24/7 facilities^[1] are already required to be vaccinated or test and wear facial coverings at work. Beginning on Wednesday, September 15, 2021, **all other executive branch employees** will be able to attest through the VTHR system that they are fully vaccinated. Currently, to be fully vaccinated, 14 days must have passed since the employee has completed a single-dose vaccine or completed the second dose of a two-dose series vaccine.

Beginning on Monday, September 20, 2021, all executive branch employees who have not completed an attestation are required to wear an appropriate facial covering at the worksite and will be subject to weekly testing at designated sites.

Additional direction and details on how to access the attestation form through VTHR, as well as the dates and locations of designated test sites will be provided in the coming days.

For those employees who are not yet fully vaccinated, more information on the COVID-19 vaccines, including locations to receive a free vaccination, is available through the Health Department at:

<https://www.healthvermont.gov/covid-19/vaccine/getting-covid-19-vaccine>.

Thank you for all you do and stay safe.

^[1] Vermont Veterans' Home, Vermont Psychiatric Care Hospital, Middlesex Therapeutic Care Residence and all Correctional Facilities.