



## **County Process Document for Vaccine/Attest as of May 25, 2021**

Following the Department of Labor and Industries most recently updated guidelines and requirements, the following steps will be required if an employee is vaccinated and wishes to work mask free:

- The employer must comply with all conditions for operation required by emergency proclamation, including “Healthy Washington – Roadmap to Recovery” reopening requirements for all business and industry specific requirements.
- The employee is responsible for providing factual information by either showing their vaccination card to their employer, or verbally attesting to their employer, if the employee wishes to engage in work without wearing a mask in a shared workspace and/or where social distancing cannot be observed.

### **Supervisor/Manager/Department Head/Elected Official Responsibly:**

- **If an employee wishes to show their vaccination card:**
  - Employee shows their designated leader their vaccine card.
    - This can be the physical copy or a picture of the vaccine card.
  - The designated leader logs the employee’s vaccinated status on their Department Vaccination Verification log (employee name, “Card,” and the date the vaccine card was verified)
- **If employee wishes to “attest” rather than show their vaccine card:**
  - Employee will verbally “attest” to their designated leader.
  - The designated leader logs the employee’s vaccination attestation status on their Department Vaccination Verification log (employee name, “Attest,” and the date the verbal attestation was received).

## Example Vaccination Verification Log

<b>Department:</b>	Department Name		
<p><b>Discrimination and ADA:</b> No employer may discharge, permanently replace, or in any manner discriminate against an employee who is at high risk of contracting COVID-19 seeking accommodation that protects them from COVID-19 exposure.</p>			
<p><b>HIPPA:</b> HIPPA rules apply to specific health-related entities, such as insurance providers, health-care clearinghouses, health-care providers and their business associates. That means your employer may ask details about your health, and would not be in violation of HIPAA because they aren't one of the "covered entities." Additionally, there is nothing in HIPAA that bars asking people about their health — including vaccination status — or requiring proof that the information is accurate. Spokane County is asking for employee vaccination information in an effort to continue</p>			
Employee Name		Verification Type (Card or Attest)	Date of Verification
Jane Doe		Attest	25-May-2021
John Dear		Card	25-May-2021