

Combat COVID Campaign Guest Services, Inc. COVID-19 Vaccination FAQs

Updated: 11/12/21

Note: If the Client or Local jurisdiction has a more restrictive mandate, then that policy must be followed.

Important Update: the federal government has moved the deadline for the final dose of vaccine to January 4, 2022. Guest Services will adhere to this new deadline for all employees to receive their final dose or be granted a medical or religious exemption.

Updated

When must I be vaccinated?

You must receive your final dose by January 4, 2022 in order to be fully vaccinated by January 18, 2022. Fully vaccinated means it has been at least 2 weeks since your final dose.

Moderna is a two-dose regimen with the second (final) dose coming about four weeks after the first. Thus, the first dose of Moderna should be given no later than December 7, 2021.

BioNTech/Pfizer, also a two-dose regimen, but needs only three weeks between shots, so your first dose of Pfizer should be given no later than December 14, 2021.

The **Johnson & Johnson** vaccine is a single dose, so your one and only shot must be administered no later than January 4, 2022.

New

How will the vaccination status of employees be tracked?

Guest Services has contracted with Qualtrics, a leading software provider, to implement their Vaccination and Testing Manager program. Qualtrics works with Fortune 500 companies like UPS, United Airlines, as well as universities, health care companies, and federal, state and local agencies all over the country.

The Qualtrics system will:

- Allow GSI employees to upload verification of their vaccination status
- Validate the proof of vaccination (this is done by a trained Qualtrics contractor and not a Guest Services employee)
- Allow GSI employees to apply for a medical or religious exemption and, if granted, track their weekly testing.
- Keep all employee information private in compliance with regulations
- Keep all employee information separate from their Guest Services personnel records

The Qualtrics system will NOT

- Share any employee information with any government agency
- Allow any unauthorized user to access any employee information

Additional information will be provided to all employees when the system is launched.

New

What if I lost my proof of vaccination or never received one?

When you received your vaccination shot(s), the organization that provided the shot reported this information to your state health agency. You can contact your state health agency for a replacement. The CDC maintains a list of websites for all state health agencies. For that list click [here](#). (Note: the CDC does not have vaccination records – they are kept by the state health departments only.)

New

Are booster shots required for employees who are already vaccinated?

Guest Services is not requiring booster shots at this time. We encourage those eligible for one to get a booster shot, but it is not a requirement.

New

I work remotely. Do I still have to be vaccinated? Why?

The federal mandate requires all employees working on a federal contract, their support staff and any employee coming into contact with either of those groups, to be fully vaccinated even if working remotely. In order to protect all of our employees, customers, and clients, we are following the government mandate at all of our units and for all of our employees whether they work remotely or not.

New

I am a seasonal or part-time employee, and my unit is closed for the year. Do I have to receive my final dose by January 4?

If you are no longer on the Guest Services payroll as of January 4, then no, you do not have to adhere to this policy. However, should you wish to return to work at Guest Services at any time after January 4, you must be fully vaccinated (two weeks after your final dose) or obtain a medical or religious exemption before you may return to work.

New

I am a minor. Must I receive my final dose by January 4?

Yes, you will need to receive your final dose by January 4 or have applied for a medical or religious exemption. You will need your parent or guardian to complete the Minor Consent Form at the end of these FAQs. Follow the steps in the Qualtrics system specifically for minors. You will find the parent/guardian consent form there as well.

Updated

I have a medical issue that prevents me from getting vaccinated.

No later than December 31, 2021, provide a signed letter from your primary care physician or specialist that explains that for medical reasons you are unable to be vaccinated against COVID-19. For an example of the type of letter requested, refer to the end of these FAQs. Medical exemption requests are subject to verification and approval by Guest Services. The December 31 deadline will allow time for Guest Services to review your request and, if denied, will allow you an opportunity to get vaccinated before employment action is taken. Follow the steps in the Qualtrics system to upload your Medical Exemption request letter.

New

I recently had COVID and my doctor told me I can't get the shot for at least 90 days.

Provide a letter from your primary care physician no later than January 4, 2022 in order to receive a temporary medical exemption. Mask wearing will be mandatory at all times, except when eating or drinking which must occur in a socially distant manner. Weekly testing is suspended for the first 90 days after an employee has tested positive for COVID.

You must receive your first dose within two weeks of the expiration of your temporary medical exemption. Weekly testing must begin 90 days after the date of your positive COVID test and will cease once you are fully vaccinated (two weeks after your final dose).

Updated

Because of my sincerely held religious beliefs, I am not going to get vaccinated.

Complete the COVID-19 Religious Exemption Request Form located at the end of these FAQs and submit it no later than December 31, 2021. Sincerely held religious exemption requests are subject to verification and approval by Guest Services. The December 31 deadline will allow time for Guest Services to review your request and, if denied, will allow you an opportunity to get vaccinated before employment action is taken. Follow the steps in the Qualtrics system to upload your Religious Exemption request form.

New

I received a Medical or Religious Exemption from Guest Services. What happens now?

*Note to those employees who received an exemption prior to the launch of the Qualtrics system: you will need to resubmit your request in the system. **Once submitted into the system**, your request will **automatically** be approved again.*

Beginning the week of January 3, 2022, you will need to begin weekly testing and mandatory mask wearing. You will receive additional information as to how to get tested and report the results. Reporting will take place through the Qualtrics system. Mask wearing will be mandatory at all times, except when eating or drinking which must occur in a socially distant manner. The testing and mask wearing is not only required by the federal mandate, but is also for the health, safety and well being of other GSI employees and guests.

As a reminder, Guest Services follows CDC guidelines and protocols, so any unit in a county reporting "Substantial" or "High" COVID-19 transmission rates will need to require mask wearing for all employees.

New

Who pays for the tests, and do I have to get the test on my own time?

You will be responsible for the costs of routine testing (if any). Many health plans do not cover routine COVID testing, so check with your health plan. You will be responsible for any out-of-pocket expenses.

Weekly testing must be done on your own personal time.

Updated

If I don't get the vaccine and don't get an exemption, what happens?

Other than for a qualified medical or religious exemption approved by Guest Services, any employee that does not get a vaccination will be put on unpaid leave. In the event you are in the process of getting a vaccination and provide proof of a first dose BEFORE January 4, 2022 and have scheduled your second dose (if needed), Guest Services will allow you to work your scheduled hours with a facemask on at all times until fully vaccinated. You must also undergo weekly testing until fully vaccinated. You must show proof of a second dose (if needed) within 8 weeks of the first dose, or you will be placed on unpaid leave. Your vaccination status and weekly testing will be tracked in the Qualtrics system.

I have already had the COVID-19 virus. Do I still need to be vaccinated?

Yes. The federal regulations that Guest Services must follow as a government contractor require employees to be vaccinated even if they have had the virus. Further, studies have shown that the most effective way to prevent being infected or infecting others, *even if you have already had the virus*, is to be vaccinated.

Do I have to pay for my vaccination?

No. Depending on the health center administering the vaccination, there may be an upfront out-of-pocket cost. However, Guest Services will reimburse the employee that cost so they do not incur the expense. To be reimbursed for any out-of-pocket costs related to receiving the vaccine simply submit an expense report with a copy of the receipt attached. Please talk to your manager if you have questions about submitting an expense report. In addition, paid leave will be granted for work time lost (up to 8 hours total for all doses administered) which is reasonable and necessary to receive the vaccination(s).

4. Please describe whether, as an adult, you have received any vaccines against any other diseases (such as a flu vaccine or a tetanus vaccine) and, if so, what vaccine you most recently received and when, to the best of your recollection.

5. If you do not have a religious objection to the use of all vaccines, please explain why your objection is limited to particular vaccines.

6. If there are any other medicines or products that you do not use because of the religious belief underlying your objection, please identify them.

7. Please provide any additional information that you think may be helpful in reviewing your request.

I declare to the best of my knowledge and ability that the foregoing is true and correct.

Print Name

Signature
(Parent or Guardian must sign if under 18)

Date

Email

Unit Name

Unit Number

Phone

Position

Parental Consent Form
Guest Services, Inc. Vaccination Status Tracking

For the protection of its employees and customers, Guest Services requires that its employees be fully vaccinated by January 4, 2022. Failure to comply with this policy may result in suspension and termination of employment.

I, _____, am the parent or guardian of _____,
Name of Parent/Guardian Name of Minor Employee

a minor who is employed by Guest Services, Inc. at _____.
Employee's Work Location

By signing below, I am indicating my consent for _____ to be vaccinated.
Name of Minor Employee

Further, I consent to proof of his/her vaccination status to be uploaded to Guest Services' third-party verification platform, or in the case a Medical or Religious Exemption is granted, for his/her weekly testing results to be uploaded to the platform.

Signature of Parent/ Guardian

Date

Print Name