**TO:**

**CC:**

**FROM:**

**DATE:**

**RE:**

Insert Here

Insert Here

Insert Here

Insert Here

Vaccination Documentation Submittal

**This memorandum is NOT a requirement for employees to vaccinate.**

On November 4, 2021, the federal Occupational Safety and Health Administration (OSHA) issued an emergency temporary standard (ETS) requiring all private employers with 100 or more workers to ensure all employees are either fully vaccinated for COVID-19, or provide a weekly negative test and wear a face covering while working.

The OSHA ETS does not dictate what DISTRICT will do; instead, the OSHA ETS will require the Michigan Occupational Safety and Health Administration (MIOSHA) to create rules. To date, MIOSHA has not created or released rules that will impact DISTRICT. Additionally, there are numerous challenges to the OSHA ETS in court and currently, there is an order staying or “pausing” the enforcement of the OSHA ETS.

DISTRICT is monitoring the status of the OSHA ETS and any developments or requirements from MIOSHA that may impact the district or its employees.

To collect data in preparation for any such rules, DISTRICT is collecting vaccination proofs from employees. Employees who are vaccinated are required to provide documentation of vaccination status by December 3, 2021 via this google survey. **This is NOT a requirement that employees vaccinate**. At this time, you are not required to be vaccinated to work at DISTRICT, although the district encourages vaccination. Employees who are not vaccinated may simply answer “no” to the first question asking if you are vaccinated.

For those employees who are vaccinated, you may submit your vaccination card or any other official medical record indicating your vaccination through the google survey. If you have lost your vaccination card, the [CDC Guidance for employee to obtain proof of vaccination](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccination-card.html). If you have exhausted options for acquiring proof, please contact email@district.gov for additional options. If you need support with the survey or attaching your vaccination proof, please contact tech@district.gov.

DISTRICT is required by law to maintain vaccination records as part of the private and protected medical records. Information about vaccines can be found at the [CDC’s Key Things to Know About COVID-19 Vaccines](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html) website. Information on penalties for false statements and records can be found from [OSHA website](https://www.osha.gov/sites/default/files/publications/OSHA4157.pdf).

**DISTRICT is NOT requiring employees to be vaccinated or enforcing the OSHA ETS at this time.** DISTRICT will continue to monitor for updates from MIOSHA and developments within the court system. As updates occur, DISTRICT will continue to inform staff of changes.