



State of Delaware Department of Human Resources

COVID-19 Vaccination and Testing Frequently Asked Questions (FAQs) Effective December 3, 2021

The content in these Frequently Asked Questions (FAQs) applies to State of Delaware (State) Executive Branch cabinet agency employees. Other employers of State personnel may choose to adopt the COVID-19 Vaccination and Testing Policy and Procedures and the provisions of this document. Non-cabinet agency personnel should contact their supervisors to determine whether their employer has adopted these provisions. Questions or concerns should be directed to your supervisor or Human Resources office. The Department of Human Resources (DHR) reserves the right to update this document based on the current public health guidance.

1. Am I required to get the COVID-19 Vaccine?

No, employees are not required to receive the COVID-19 vaccine. Employees who have not received the COVID-19 vaccination(s) and/or do not wish to certify that they are fully vaccinated will be required to certify weekly that they have undergone the COVID-19 test in the previous 7-day period.

2. Do I have to submit my COVID-19 vaccination card when I complete the COVID-19 Vaccine Certification process?

Employees are not required to provide the COVID-19 vaccination card at the time of certification. The State will perform random verifications, and should you be selected, you will be required to show acceptable proof of vaccination within three (3) business days to your Human Resources office representative.

3. What if I lost my COVID-19 Vaccination Record Card?

If you received your COVID-19 vaccination(s) in Delaware and need to request a replacement CDC COVID-19 Vaccination Record card, please send an email to DPH at immunizedph@delaware.gov to receive an official version of your immunization record. Replacements cards are not available at this time.

If you are NOT a Delaware resident or were not vaccinated in Delaware, please contact the appropriate State's Immunization Program in order to make this request.

4. Where can I get my COVID-19 vaccination?

A list of vaccine locations can be found [here](#).

5. Will employees be charged a fee to receive the COVID-19 vaccine?

In the State of Delaware, per Governor Carney's Executive Order, the COVID-19 vaccine is free for everyone.

6. If requested, what proof of vaccination does the State require?

If requested to provide proof of COVID-19 vaccination following submission of the Vaccination Certification, the employee is responsible for providing official COVID-19 vaccination record from



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their respective immunization source within three (3) business days of the request. Employees shall not provide any additional medical or family history information. This employee vaccination documentation shall be treated as a confidential medical record and kept separate from the personnel file.

7. If requested, what proof of test results does the State require?

The State is not requesting the results of an employee's weekly COVID-19 testing per this policy. Following an employee's Testing Certification, the validation requested is for proof that the employee has undergone COVID-19 testing within the previous 7-day period. The employee will be responsible for providing this proof within three (3) business days of the request to their Human Resources office. This employee testing documentation shall be treated as a confidential medical record and kept separate from the personnel file.

8. Should I keep my proof of COVID-19 testing?

Employees are responsible for maintaining any confirmation of COVID-19 testing or certification e.g., print, photo, screenshot, email.

9. Is the State providing reasonable accommodations for employees who are unable to receive the COVID-19 vaccination?

The State is not requiring employees to receive the COVID-19 vaccine however, the State may provide reasonable accommodations for employees who are unable to be vaccinated for health-related reasons or sincerely held religious beliefs or practices, unless such accommodations pose an undue hardship on its operations. Employees requesting exemptions may be required to participate in the COVID-19 Testing Certification process weekly. Appropriate documentation will be requested by Human Resources. Please contact your Human Resources Office for further information.

The ADA Reasonable Accommodation Request form is found [here](#).

The COVID-19 Religious Accommodation Request form is found [here](#).

10. How can we ensure the confidentiality of employee medical information with regard to a COVID-19 vaccine?

Any requested validation documentation provided by an employee under the [COVID- 19 Vaccine and Testing Policy and Procedures](#) shall be treated as a confidential medical record and kept separate from the personnel file.

11. Will my insurance cover the cost of COVID-19 testing and treatment?

100% coverage for medically necessary COVID-19 testing is available for individuals enrolled in a State of Delaware Group Health Plan through Aetna or Highmark Delaware. Members who are experiencing symptoms and receive one or more COVID- 19 tests or have a healthcare provider visit (in or out of network), urgent care visit, or emergency room visit that results in an order for or administration of the COVID-19 test due to a medical necessity will have a zero-dollar copay, coinsurance, and deductible.

State of Delaware Group Health Plan benefits and COVID-19 information, resources, and Frequently Asked Questions (FAQs) are being updated regularly on the Statewide Benefits Office



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[website](#). Please visit this site regularly for the latest information. If you have benefit-related questions that are not answered on the website, please submit your questions to benefits@delaware.gov

12. What are my testing options for meeting the COVID-19 weekly testing requirement?

Employees may seek guidance on where and how to get tested on the [DPH website](#). Testing locations and details on ordering self-test kits can be found on the [DPH website](#).

13. If testing is free why am I being asked for my credit card information and/or insurance information?

If an employee uses any option not listed or available through the [DPH website](#), the employee will be responsible for any costs associated with that testing option.

14. What type of tests will be accepted?

Employees may choose to undergo weekly COVID-19 testing that includes an “active infection” test (PCR tests) to look for presence of the virus that causes COVID-19. Testing locations and details on ordering self-test kits can be found on the [DPH website](#). Testing with take-home rapid antigen test kits and over-the-counter test kits are not acceptable for testing certification.

15. If I submit a positive antibody test results, do I still need to submit a COVID-19 Testing Certification weekly?

If you have received positive antibody test results, you must still continue to undergo testing and complete the COVID-19 Testing Certification process weekly. Although you may have some short-term natural protection after recovering from COVID-19, the Centers for Disease Control and Prevention (CDC) does not know how long this protection will last.¹

16. If I am approved for telecommuting and am not vaccinated, do I still need to submit a Certification of COVID-19 testing weekly?

All employees who have not certified as being fully vaccinated and who are without an approved accommodation, are required to submit a weekly COVID-19 Testing Certification regardless of their telecommuting status.

17. Once I am fully vaccinated, do I still need to follow State of Delaware COVID-19 protocols including face masks and physical distancing?

Receiving the COVID-19 vaccine does not excuse an employee from following the State’s COVID-19 protocols, including proper use of face masks and appropriate social distancing.

18. Isn't requiring an employee to disclose medical information a violation of HIPAA or ADA rights?

The State is requesting certification by the employee of being fully vaccinated or certification that the employee is being tested weekly for COVID-19. The EEOC and the most recent U.S.

¹ [Frequently Asked Questions about the COVID-19 Vaccine \(cdc.gov\)](#)



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Department of Justice guidance have made clear that employers may request this information due to the public health threat posed by COVID-19.

19. I am currently out on full-time Family and Medical Leave Act (FMLA) and I cannot participate in the COVID-19 vaccination or testing process? Will I be disciplined?

Per the [COVID-19 Vaccination and Testing Policy and Procedures](#), employees who are out on full-time FMLA, full-time Short-Term Disability or on other types of full-time leave must comply with the COVID-19 Vaccination Certification, COVID-19 Testing Certification, whichever applies, within the first week of returning to work, regardless of whether the return to work is full-time.

20. What if I test positive for COVID-19 and weekly testing is my option?

If you test positive for COVID-19 and weekly testing is your option, please refer to the [COVID-19 Vaccination and Testing Policy and Procedures](#). You may submit medical documentation to your Human Resources office to excuse you from weekly testing and weekly certification for a specified period of time, during which you may still test positive.

21. What if I did not complete my weekly testing certification?

If you failed to complete the weekly testing certification without a valid reason, you will have three (3) calendar days from when first contacted to comply with the policy.

22. What if I don't want to provide proof of testing and/or vaccination when contacted?

Pursuant to the [COVID-19 Vaccination and Testing Policy and Procedures](#), employees who are non-compliant or violate the policy may be subject to discipline including leave without pay, up to and including termination. Continued non-compliance will result in appropriate escalating discipline.

23. Can I be disciplined for not being vaccinated against COVID-19 if I did not get an approved accommodation, or for not complying with testing requirements?

Employees who are non-compliant or violate the terms outlined in the [COVID-19 Vaccine and Testing Policy and Procedures](#) may be subject to discipline including leave without pay, up to and including termination.

24. What if I was informed that I failed to complete the weekly testing and complied before three (3) calendar days however, I failed to complete the weekly testing again several weeks later?

Employees will be held accountable for their conduct. Continued non-compliance will result in appropriate escalating discipline.

25. I submitted my COVID-19 Testing Certification form, why was I contacted that I did not submit to the weekly COVID-19 testing certification?

Employees are responsible for making sure that the submitted COVID-19 Testing certification forms are legible and complete.



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26. What if I forgot to print out the confirmation page after completing my weekly COVID-19 testing certification?

If you want a copy of the confirmation page after certifying that you have undergone the weekly COVID-19 testing, you must print the page after certifying. The system is not able to generate a confirmation page on demand. You are responsible for keeping a copy or copies of proof that you have completed the weekly COVID-19 testing when you are randomly selected for validation.

27. Do I need to stay out of work while awaiting my COVID-19 test results?

Unless you are symptomatic, you do not need to stay out of work while your test results are pending.

28. Are we required to get COVID-19 booster shots?

At this time, you are considered fully vaccinated two weeks after your second shot of a two-dose vaccination or two weeks after your first shot of a one-dose vaccination.

29. Where do I attest that I received my COVID-19 booster shot?

The State will continue to follow the CDC and DPH guidance. At this time, you do not need to attest that you received your booster shot.

30. Why do I keep getting an error message when I attempt to access the Vaccine and Testing Certification through Internet Explorer?

Internet Explorer is not a supported browser. Microsoft Edge or Google Chrome must be used to access the Vaccine and Testing Certification process.

31. Why are there additional disclosures when I attempt to submit my request for the Vault or Pixel Testing?

The statements need to be acknowledged in the affirmative in order to move forward.

For any other personnel-related questions not covered in these Frequently Asked Questions, please contact your Human Resources representative.

ADDITIONAL RESOURCES:

Division of Public Health Website: de.gov/coronavirus

Division of Public Health Call Center: 1-866-408-1899

Division of Public Health Email for inquiries and questions: dphcall@delaware.gov

Centers for Disease Control and Prevention: cdc.gov/coronavirus/2019-nCoV/