

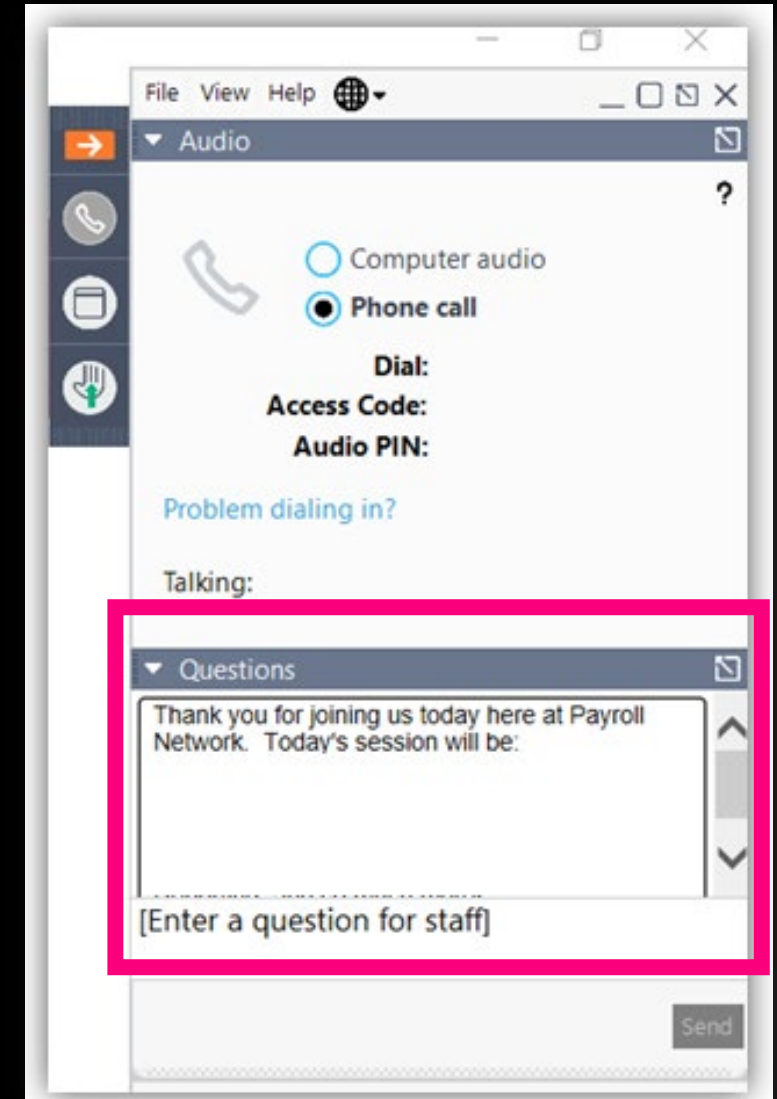


Latest Vaccine Mandates and Using isolved



- Webinar will be recorded
- All attendees will be placed on mute
- Ask questions!
- Survey will be sent after the webinar
- Handouts available

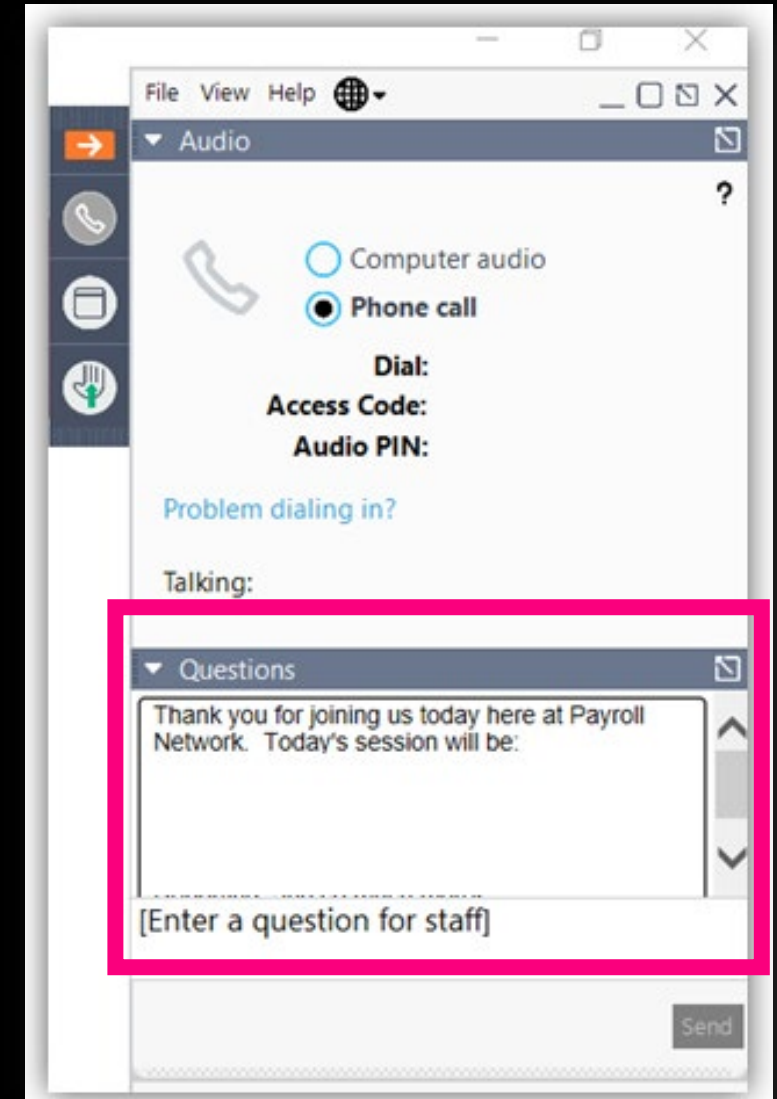
For Today's Session



SHULMAN
ROGERS

- Vaccine Mandate
- Tracking Opportunities in isolved

Agenda



SHULMAN
ROGERS



Legal Disclaimer

The information presented today is provided for educational purposes and should not be considered legal advice.

The presentation and these materials represent the opinions of the presenter and Payroll Network.

Your Presenters Today



Amy Miller

- VP of Training
- Payroll Network/GovConPay



Kyle Wade

- VP of HR Services
- Payroll Network/GovConPay



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CDC Guidelines

www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html

CDC Guidelines

Shortened the
recommended times for
isolation / quarantine

TEST POSITIVE

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your home, however, continue to wear a mask around others for 5 additional days.
- If symptoms or fever are still present, continue to quarantine until symptoms resolve.

EXPOSED TO COVID

- Unvaccinated – 5 days quarantine and mask 5 days following
 - J&J > 2 months
 - Pfizer / Moderna > 6 months
- Individuals who have received their booster shot do not need to quarantine following an exposure, but should wear a mask for 10 days after the exposure
 - Includes individuals who received a recent vaccine within 2 months of J&J and within 6 months of Pfizer/Moderna
- Key day for testing – **5 days** – If symptoms occur, individuals should immediately quarantine until a negative test confirms symptoms are not attributable to COVID-19.



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Latest on Vaccine Legislations and Mandates

www.osha.gov/coronavirus/ets2/faqs

OSHA

Emergency Temporary Standard (ETS)

- Stay has been lifted; Supreme Court to hear arguments (1.7.22)
 - By Jan. 10, 2022, employers must comply with mask-wearing, recordkeeping, and all other requirements under the ETS except for weekly testing of unvaccinated employees.
 - By Feb. 9, 2022, employers must require unvaccinated workers to undergo weekly testing for COVID-19.
- 100+ Employees (across all locations)
- Vaccination policy must be in place
- Face masks for unvaccinated
- Weekly tests for unvaccinated
- PTO for vaccine or post-vaccine illness



OSHA

Emergency Temporary Standard (ETS)

- Preempts state and local mandates
 - Vaccinations
 - Face Coverings
 - Testing
- Employers can implement additional measures



OSHA

Emergency Temporary Standard (ETS)

- 100+ Employees
 - Company-wide count
 - Includes – Full-time, Part-time, Temp Employees
 - Excludes:
 - Independent Contractors and leased employees
 - Exempt:
 - 100% remote employees
 - Exclusively work outside or where no one else is present

OSHA

Emergency Temporary Standard (ETS)

- Testing
 - Must provide proof of negative test at least once every 7 days
 - Employers are not required to pay for testing*
 - Rapid and PCR tests may be used
 - Self-administered and Self-read are not acceptable unless there is a “authorized telehealth proctor” is present
- Medical or Religious Exemption
 - Employees will likely still need to produce negative weekly test or workers may be entitled to a “reasonable accommodation”.

OSHA

Emergency Temporary Standard (ETS)

- Vaccination Policy
 - policy effective date
 - requirements for COVID-19 vaccination;
 - applicable exclusions from the written policy
 - information on determining an employee's vaccination status and how this information will be collected
 - paid time and sick leave for vaccination purposes
 - notification of positive COVID-19 tests
 - i.e. removal of COVID-19 positive employees from the workplace
 - making information available to employees
 - disciplinary action for employees who do not abide by the policy



OSHA

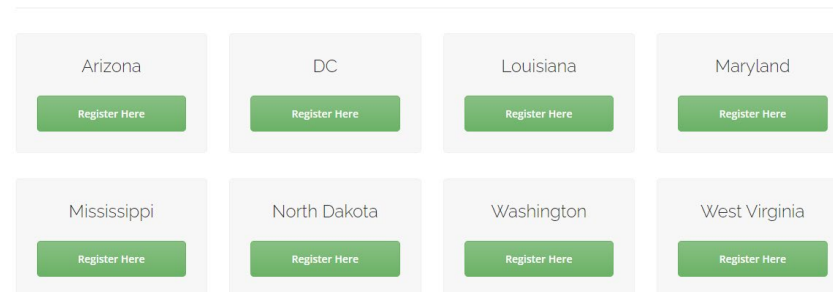
Emergency Temporary Standard (ETS)

- Time Off
 - 4 hours of paid leave for vaccine (includes both doses)
 - Time off (at least 2 days) to recover from side effects
 - existing PTO banks can be utilized
 - vacation or paid personal time cannot be required
 - if no time off – cannot force employees to carry negative leave balance or use advanced leave – employers must provide “reasonable paid time off”.
 - *State laws further mandate the requirements
- No retroactive policy to those who received vaccines before 1/10/2022.

Proof of Vaccination

- The record of immunization from a health care provider or pharmacy.
- A copy of the COVID-19 Vaccination Record Card.
- A copy of medical records documenting the vaccination.
- A copy of immunization records from a public health, state, or tribal immunization information system or a copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).
- A signed and dated employee attestation is acceptable in instances when an employee is unable to produce proof of vaccination.
- The employer must maintain a record of each weekly COVID-19 test result for the duration of the ETS.

My IR Mobile



Federal Contractors

EXECUTIVE ORDER 14042

- Executive Order – 14042 – issued by Safer Federal Workforce Taskforce
- All full-time, part-time employees, including remote
 - Working on a covered contract
 - Working at a covered workplace
- Once implementing a clause is included in a contract, all contractors must comply:
 - Ensure all covered employees are fully vaccinated by **January 18** (2nd shot must be done by January 4th)
 - Masking and physical distancing
 - Designate person to coordinate workplace safety efforts
- Non-compliance – government defers to employers on means of enforcement

Healthcare Workers

CMS – Centers for Medicare and Medicaid

- Must receive the COVID Vaccine.
- Effective in 25 states, Washington, D.C., and the territories.
 - Jan. 27:
 - have established policies and procedures for ensuring that eligible staff are vaccinated
 - all staff have received at least one dose, have a pending request for an exemption, have been granted a qualifying exemption, or have been identified as having a temporary delay as recommended by the CDC.
 - By Feb. 28:
 - eligible staff must have completed the vaccination series (one dose of Johnson & Johnson or two doses of Pfizer or Moderna), have been granted an exemption or have been identified as having a temporary delay as recommended by the CDC.
- Non-compliance – government defers to employers on means of enforcement
- Facilities that fail to maintain full compliance within 90 days after publication of the guidance may be subject to enforcement action, with termination of participation from the Medicare and Medicaid programs as a final and last resort.

Utilizing isolved

- Mass Emails
- Policy Acknowledgement
- Vaccine Document Uploads
- Misc. Tracking Fields
- Reporting



Mass Emails

Mass Email Utility

Email History

Send Email

Email Settings

Email Template: Vaccine Mandate Notice

From: payrollnetwork@myisolved.com

From Name: Human Resources

* Subject: Vaccine Mandate Notice

Attach File:

Eligibility Rules

Eligibility Rules:

Mass Email - Active EEs

Included Eligibility Rules:

Report Export

Normal text

We are writing to let you know that our company has implemented a vaccination policy effective 1/4/2022, requiring COVID-19 vaccinations, or weekly COVID-19 testing, for all employees per President Biden's federal mask mandate. Read more about vaccines here : <http://www.cdc.gov/coronavirus/2019-ncov/vaccines>

As a large company, we have a duty to provide and maintain a safe workplace. We feel this policy will safeguard the health of our employees and their families, our customers and visitors, and the community at large. Once you are vaccinated, please provide proof of immunization by uploading your vaccination card to the **Documents** section of isolated, both when you receive your first dose and again when you receive the second shot, if applicable. If you are opting for

Policy Communication and Acknowledgement

Employee Messages

COVID-19 Updates

Vaccine Mandate

COVID Policy – in order to keep our employees safe, we have outlined our COVID-19 Vaccine Policy. Please read and acknowledge the details of this safety policy and if any questions reach out to HR@yourcompany.com .


Vaccine Policy/Statement (PDF)

View here 

☐ I acknowledge that I have read and understood this document.

 Sign Acknowledgement

Links



[CDC Resources on Vaccinations](#) 

Tracking Details

Misc. Fields

Misc Fields


Misc Fields Misc Field History


 Save  Cancel

Vaccine Tracking


What is your vaccination status?:

What vaccine (i.e. brand) did you receive? :

What date did you receive your first dose?:
 

What date did you receive your second dose?:
 

What Booster did you receive? :

What date did you receive the Booster Shot?:
 

What state was your vaccine administered?:

I have been approved for an exemption to vaccination policies by HR .:

Tracking Details

MISC DATA SETS

Misc Data Sets

Category: Unvaccinated Check In ▼

Filter

◆ COVID Test - Weekly Check-In Date







◆ Are the Test Results Positive or Negative?

11/22/2021

Negative - Negative

11/15/2021

Negative - Negative

 Add New  Edit  Delete  Refresh  Save  Cancel

COVID Test - Weekly Check-In Date:



Are the Test Results Positive or Negative?:



Tracking Details

UPLOADING VACCINE INFORMATION

Documents

Personnel Payroll I-9 Confidential PHI Confidential - Other Signed Acknowledgements Other **EE Uploads**

+ Add New **▼ Expand All Groups** **▲ Collapse All Groups** **↺ Clear Grouping/Filters**

Subcategory ↑


Actions	Document Type	Document Name	Document Description	Document Up
	🔍	🔍	🔍	🔍
▶	Subcategory: Confidential PHI - Vaccine (1)			
▼	Subcategory: Weekly Test Results (1)			
...	EE Uploads	Vaccine Results 11.22.2021.pdf	Vaccine Results	11/24/2021


Tracking Details

UPLOADING VACCINE INFORMATION



Add New

* Category: **EE Uploads**

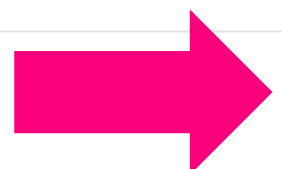

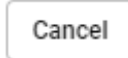
Subcategory: Vaccination Card / Proof of Va 

* Document Type: EE Uploads 

Description: Vaccine Card

* Upload File:  

	Read Only	Full Access	Not Permitted
Employee Access	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Manager Access	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Supervisor Access	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Tracking Details

REPORTING

- Analytic Tools
- Client Reports
- Report Writer

Tracking Details

REPORTING – ANALYTICS TOOLS

Amy Miller

Search the menu

EMPLOYEE MANAGEMENT

EMPLOYEE ADMIN TOOLS

Employee Administration

Employee Analytics

Anniversaries

Birthdays

Completed Workflow

Documents on File

Electronic Elections

Emergency Contacts

Employee Salary/Hourly Rate List

Hires and Terms

I-9 Audit

Managerial Assignments

Employee Utilities

Client: Company: Status: Active

Documents on File

Filter Options

*Document Category

Search or Select from list

Document Name/Description

☒ Contains

☐ Does not contain

*Employee Status

☐ Active

☐ Inactive

☐ LOA Active

☐ LOA Inactive

☐ Terminated

☐ Include employees with no results

Filter

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Employee Name	Employee ID	Payroll Status	Document Category
Click the Filter				

Tracking Details

REPORTING – ANALYTICS TOOLS

Documents on File

Filter Options

*Document Category

EE Uploads

Subcategory or Type is required

*Document Subcategory

Vaccination Card / Proof of Va...

*Document Type

EE Uploads

Document Name/Description

☒ Contains

☐ Does not contain

*Employee Status

☒ Active

☒ Inactive

☒ LOA Active

☐ LOA Inactive

☐ Terminated

☐ Include employees with no results

Filter

isolved University

Expand All Groups

Collapse All Groups

Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Employee Name	Employee ID	Payroll Status	Document Category	Document Subcate...	Document Type	Document Name	Document Descript...	Load Date
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
BD * Network Compan...	Training-Demo Amy-Mille	1298	Active	EE Uploads	Vaccination Card / Pro...	EE Uploads	sample Vaccine card....	Vaccine Card	1/3/2022
BD * Network Compan...	Annie Apple	1245	Active	EE Uploads	Vaccination Card / Pro...	EE Uploads	sample Vaccine card....	Vaccine Card	1/3/2022
BD * Network Compan...	Armando Baldino	1230	Active	EE Uploads	Vaccination Card / Pro...	EE Uploads	sample Vaccine card....	Vaccine Card	1/3/2022

[illegible]

OSHA

Emergency Temporary Standard (ETS)

- Fines – up to \$136,532 per violation (willful or repeated)

Type of Violation	Penalty
Serious Other-Than-Serious Posting Requirements	\$13,653 per violation
Failure to Abate	\$13,653 per day beyond the abatement date
Willful or Repeated	\$136,532 per violation

Resources

- Payroll Network COVID Resource Center:
 - <https://www.payrollnetwork.com/resources/covid19-updates>
- Workers Rights: <https://www.osha.gov/sites/default/files/publications/OSHA4159.pdf>
- CDC: www.cdc.gov/vaccines
- WHO: www.who.int/emergencies/diseases/novel-coronavirus-2019/covid-19-vaccines
- EEOC: <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>
- CMS Release: <https://www.cms.gov/files/document/qso-22-07-all.pdf>
 - <https://www.cms.gov/COVIDvax>

Upcoming Webinars

Staying I-9 Compliant – 2/9 1:00pm EST

Roll With Us – Cannabis and the Workplace – 3/1 11:00am EST



**Continue to visit our website for
training/blog posts/webinars, etc.**

payrollnetwork.com

support@payrollnetwork.com

hradvisor@payrollnetwork.com

STAY TUNED FOR MORE UPDATES SOON

