



State of New Jersey

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TAG POLICY LETTER 21-3

8 November 2021

DMAVA COVID-19 VACCINATION POLICY

1. On August 23, 2021, Governor Murphy announced that all State workers, including all workers at State agencies, authorities, State colleges and universities, must comply with the requirements set forth in Executive Order No. 252 which requires that employees submit proof of vaccination to their Human Resources Office by October 18, 2021 or submit to ongoing testing at a minimum of once or twice weekly.
2. In accordance with guidance from the Equal Employment Opportunity Commission (EEOC), an employer is permitted to request proof of vaccination status of employees. DMAVA employees may demonstrate proof of full vaccination status by presenting the following documents if they list COVID-19 vaccines authorized for Emergency Use ("EUA") in the United States and/or the World Health Organization (WHO), along with an administration date for each dose to the Human Resources Division (HRD):
 - a. The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;
 - b. Official record from the New Jersey Immunization Information System ("NJiIS") or other State immunization registry;
 - c. A record from a healthcare provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse or pharmacist;
 - d. A military immunization or health record from the United States Armed Forces; or
 - e. Docket mobile phone application record or any state specific application that produces a digital health record.

EMPLOYEES ARE NOT TO PROVIDE ANY ADDITIONAL MEDICAL OR FAMILY HISTORY INFORMATION THAT IS ANCILLARY TO THE VACCINATION.

3. Those employees who are not fully vaccinated or who do not or cannot provide their vaccination status to their HRD will be required to be tested weekly. The vendor selected to provide these testing services is Vault Medical Services of New Jersey. The test is an at-home, physician-ordered IBX Saliva Test. The test will be a supervised real-time audio-visual collection of a saliva specimen, done at home, with physical managed results reporting provided directly to the test recipient.

a. The Department will provide the addresses of those employees who have not reported their vaccination status to HRD to Vault Medical Service.

b. In turn, Vault Medical Services will mail a three-month supply of test kits (12 to 15 kits) to those employees.

c. **Each week**, those employees will follow the instructions printed on the test kit for the collection of the saliva sample and return of the kit for processing.

d. Employees will either place the collected packaged specimen to either **ANY UPS DROP BOX** or a drop box located at the following locations:

- 1) Atlantic City Air Force Base
- 2) DMAVA Central Office
- 3) BG Doyle Cemetery
- 4) National Guard Training Center at Sea Girt
- 5) McGuire Air Force Base

e. Employees will be notified by Vault Medical Services and/or HRD of their test results.

4. If you are feeling healthy and have successfully completed the DMAVA Daily Health Screening Questionnaire, you should report to work while waiting for your test results. HRD will receive your results and will notified you of your COVID status.

5. If you are not feeling well and do not pass the DMAVA Daily Health Screening Questionnaire, **DO NOT** report to work. If you are not feeling well on Monday when your completed test kit is due, please do not bring it to one of the facility collection boxes. You should either complete the at-home saliva test and drop it off at a regular UPS collection box and/or contact your doctor. You should alert your supervisor and HRD of your situation and remain at home until cleared to return to work.

6. All State employees will be required to wear, at minimum, cloth or disposable face masks indoors in State executive branch offices, subject to certain exceptions:

a. Employees may remove their mask when they are eating or drinking, where seated at a workstation and separated from other individuals by a minimum of six (6) feet of distance, and when situated in a room alone.

b. All individuals must wear masks in internal meetings, in common areas such as a breakroom, and on elevators when more than one (1) individual is present.

c. DMAVA may institute more stringent protocols regarding masking in the offices.

7. Additionally:

a. Visitors are required to wear masks in all DMAVA offices, except where the visitor is under the age of two.

b. Employees are required to wear masks in meetings with visitors regardless of their vaccination status.

c. At the Department's expense, DMAVA will make face masks available to all employees.

d. DMAVA may deny entry to the worksite to any employee who declines to wear a facemask, except when doing so would violate State or Federal law. DMAVA is expressly permitted to require employees to produce medical documentation supporting claims that they are unable to wear a facemask because of a disability. Consistent with the ADA and/or NJLAD, DMAVA may be required to engage in the interactive process to determine if a reasonable accommodation can be provided to the employee.

8. Mask requirements specific to customers and visitors

a. DMAVA may deny entry to the worksite to any customer or visitor who declines to wear a facemask, except when doing so would violate State or Federal law. DMAVA may be required to provide a customer or visitor who declines to wear a mask due to a disability a reasonable accommodation pursuant to the ADA and/or NJLAD, unless doing so would pose an undue hardship on DMAVA's operations.

b. Where a customer or visitor declines to wear a face mask on the premises due to a disability, neither DMAVA, nor its employees, can require the individual to produce medical documentation verifying the stated condition, unless otherwise required by State or Federal law.

c. **Employees who do not comply with DMAVA's masking requirements will be subject to discipline in accordance with the existing disciplinary procedures.**

9. Prior to each shift, DMAVA must conduct daily health checks of employees in accordance with CDC guidance. This requirement applies to all staff entering the workplace, regardless of their individual vaccination status. Screenings may be performed before an employee's shift/workday begins or at the entrance of the worksite. DMAVA may screen workers using signage, e-mail, an electronic survey, a self-assessment checklist, or an on-site temperature check, among other methods.

10. At a minimum, the following steps will be taken at each DMAVA facility:

a. Provide sanitization materials to employees, customers, and visitors at no cost to those individuals.

b. Ensure employees practice regular hand hygiene, particularly when employees are interacting with the public, and provide employees break time for repeated handwashing throughout the workday and access to adequate hand washing facilities.

c. Regularly clean and disinfect all high-touch areas.

d. Immediately separate and send home employees who appear to have symptoms, as defined by the CDC.

e. Promptly notify all employees who appear to have symptoms, as defined by the CDC.

f. Promptly notify all employees of any known exposure to COVID-19 in the workplace, consistent with the confidentiality requirement of the ADA and EEOC.

g. Clean and disinfect the worksite in accordance with CDC guidelines when an employee at the worksite has been diagnosed with COVID-19.

h. Continue to follow cleaning and safety guidelines and directives issued by the New Jersey Department of Health, the CDC and the Occupational Safety and Health Administration (OSHA).



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