

## Petry, Patricia M

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**From:** Flynn, James P  
**Sent:** Monday, September 27, 2021 2:29 PM  
**To:** Flynn, James P  
**Cc:** president@afge3972.org  
**Subject:** Vaccination Requirements Exemption Information  
**Attachments:** HUD Form 1000 (Accommodation Request).doc

**Importance:** High

To all HUD Region VIII Bargaining Unit Employees, below is the current guidance from the Agency regarding requesting an exception to getting the COVID-19 Vaccination because of a disability or because of a sincerely held religious belief, practice, or observance. Please do not hesitate to contact me if you have any questions. I/S Jim

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As we work to review all of the data coming from the Safer Federal Workforce Task Force, right now the way an employee can request an exception to getting the COVID19 Vaccination is to submit a reasonable accommodation request. If this process changes we will let you know.

They can do this through their supervisor or directly to the Reasonable Accommodation Branch at [reasonableaccommodationbranch@hud.gov](mailto:reasonableaccommodationbranch@hud.gov).

Typically, employees utilize the HUD Form 1000 (Attached) to imitate an accommodation request.

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**From:** Office of Administration <[OfficeofAdministration@hud.gov](mailto:OfficeofAdministration@hud.gov)>  
**Sent:** Wednesday, September 22, 2021 1:19 PM  
**Subject:** Workplace Safety: Vaccination Requirements and Information

# OFFICE OF ADMINISTRATION



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Greetings,

In response to the Executive Order on vaccination requirements, the Task Force issued updated COVID-19 Workplace Safety Agency Model Principles which requires Agencies to ensure employees are **fully vaccinated by November 22, 2021**. Employees are considered fully vaccinated for COVID-19 two weeks after they have received the requisite number of doses of a COVID-19 vaccine approved or authorized for emergency use by the U.S. Food and Drug Administration or that has been listed for emergency use by the World Health Organization.

*Note: Clinical trial participants from a U.S. site who are documented to have received the full series of an “active” (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed, are considered fully vaccinated 2 weeks after they complete the vaccine series. Currently the Novavax COVID-19 vaccine meets these criteria*

### **Vaccination Requirement and Timing**

The vaccination requirement applies to all HUD employees and contractors, except in limited circumstances where the law requires an exception. New employees must be vaccinated by their start date or November 22, 2021, whichever is later.

Given the November 22<sup>nd</sup> deadline, we would like to share the following dates with you if you are not yet vaccinated.

- If receiving the Moderna COVID-19 Vaccine, the deadline to receive the **first dose is October 11, 2021**.
- If receiving the Pfizer-BioNTech COVID-19 Vaccine, the deadline to receive the **first dose is October 18, 2021**.
  - For both Moderna and Pfizer-BioNTech, the deadline to receive the **second dose is November 8, 2021**.
- If receiving the Johnson and Johnson COVID-19 Vaccine, the deadline to receive the **first (only) dose is November 8, 2021**.

### **Vaccination Proof Requirement**

In order to ensure compliance with the vaccination requirement for federal employees, Agencies must collect **proof** of employee vaccination status. The proof required may be a copy (digital photograph, scanned image, or PDF) of the following:

- Record of immunization from a health care provider or pharmacy
- COVID-19 Vaccination Record Card
- Medical records documenting the vaccination
- Immunization records from a public health or state immunization information system
- Any other official documentation containing required data points

The data that must be on any official documentation are:

- Type of vaccine administered,
- Date(s) of administration, and
- Name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Employees must certify under penalty of perjury that the documentation they are submitting is true and correct. Additional information will be provided on when and where employees will be expected to provide this information.

As a reminder, if an employee/contractor is experiencing [symptoms and/or warning signs for COVID-19, they should not come to work and separate themselves from other people](#). If an employee/contractor has been in a HUD facility and has been confirmed to have COVID-19, they must **immediately** notify their supervisor to ensure the incident is reported **timely**. Supervisors should follow the [Process for Reporting COVID-19 Cases at HUD](#), which can also be found on HUD@Work under the COVID-19 [Supervisor Resource Page](#).

You can find additional information on the vaccination requirements and other important information by visiting the Safer Federal Workforce Task Force's [Frequently Asked Questions Page](#).

Thank you.