

COVID-19 vaccination status verification requirements

This memorandum provides information regarding a California Department of Human Resources (CalHR) requirement for all state workers due to the Coronavirus Disease (COVID-19) pandemic. This information does not supersede previously released COVID-19 guidelines and directives, except as noted below. All CDCR and CCHCS state employees, registry providers, and other contract workers shall continue adhering to current screening, testing, and personal protective equipment protocols.

Verification of COVID-19 vaccination status

Effective August 2, 2021, all CDCR and CCHCS state employees, registry providers, and other contract workers, shall show proof of full-vaccination status, or they will be subject to regular intervals of COVID-19 testing. Self-attestation of full-vaccination status is no longer sufficient to be exempt from COVID-19 testing protocols.

The following are acceptable proof of full-vaccination:

1. COVID-19 Vaccination Record Card; or
2. Photo or copy of a COVID-19 Vaccination Record Card as a separate document; or
3. Documentation of COVID-19 vaccination from a health care provider; or
4. Digital record of COVID-19 vaccination that includes a QR code; or
5. Documentation of COVID-19 vaccination from other contracted employers who follow public health vaccination records guidelines and standards.

Staff who received their entire COVID-19 vaccine series from CDCR/CCHCS, or have previously submitted proof of full-vaccination directly to the Employee Health and Safety (EHS) Data team, already have proof of vaccination records on file within Business Information System (BIS). Therefore, no additional proof is required to be submitted.

Staff who did not receive their vaccination at CDCR/CCHCS shall securely submit proof of full vaccination to the EHS Data team for storing within BIS. For complete instructions, refer to the May 19, 2021 memorandum, "Submission of COVID-19 Vaccination Record Cards."

Staff who decline to share their vaccination status shall be treated as unvaccinated, and will be subject to COVID-19 testing protocols.

Face covering requirements

Institutions

When visiting, working, or performing duties at any CDCR institution or facility, employees and visitors shall wear either a procedure, N95, or KN95 mask at all times, with limited exceptions, regardless of vaccination status. For full guidelines, please refer to the May 10, 2021

memorandum, "Recommended COVID-19 Personal Protective Equipment for Employees and Inmates."

Non-Institutions

When visiting, working, or performing duties at headquarters, regional, or field office locations, it is recommended that fully-vaccinated employees wear face coverings indoors, while unvaccinated employees are mandated to wear face coverings indoors. An exception to this is when visiting or working at any Division of Adult Parole Operations field office, or jurisdictions with more restrictive local masking requirements (e.g., at this time, counties of Sacramento, Los Angeles, and Yolo), wherein indoor masking is mandated for all individuals, regardless of vaccination status. For full guidelines, refer to this June 25, 2021 memorandum and the July 28, 2021 California Department of Public Health Guidance for the Use of Face Coverings.

In work locations where indoor masking is not mandated for fully-vaccinated individuals, CalHR requires verification of COVID-19 vaccination status prior to unmasking indoors. Supervisors and managers shall ensure only employees with records of full-vaccination are unmasked indoors. Staff who decline to share their vaccination status shall be treated as unvaccinated, and will be subject to indoor masking protocols.

A tool is in development to assist non-institution Hiring Authorities in monitoring masking adherence and mandatory testing for their staff. More details regarding this tool are forthcoming, including instructions for Hiring Authorities to communicate necessary information to their managers and supervisors.

Mandatory testing

Hiring Authorities shall ensure unvaccinated and partially-vaccinated state employees, registry providers and other contract workers, and staff without record of full vaccination, receive regular and ongoing mandatory COVID-19 testing. Additional information regarding locations and methods of COVID-19 testing is forthcoming.

If you have any questions related to COVID-19 protocols, COVID-19 vaccination, or other COVID-19-related topics, please contact the Employee Health Program at EHP@cdcr.ca.gov. For all other questions, please contact your direct supervisor/manager.