



FAQS: Vaccine Mandate for Milwaukee County

Updated 1.19.22, updates noted in red

Do you have a question that is not addressed below? Please reference [the administrative order](#), or contact your HR Business Partner. Additionally, [click here](#) and scroll to the “Vaccine Question & Answer Town Hall” section to view a recording and comprehensive Q&A from the **August 2021** COVID-19 Vaccination Town Hall. **Please note some answers given during the town hall may now be out-of-date as additional information, including surrounding booster shots, has become available.**

Use the following links to navigate to specific sections of FAQs:

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- [Vaccine Accommodations / Exemptions](#)
- ~~[Vaccine Rewards and Incentives](#)~~
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- [Risk Mitigation for Unvaccinated Employees](#)
- [Management / Implementation Questions](#)

GENERAL QUESTIONS

1. Why is Milwaukee County mandating vaccinations for employees?

Vaccinations are safe and effective and will continue to be the best way to protect employees and those they serve from contracting COVID-19. As demonstrated through the months of data gathered so far, vaccinated people have greatly reduced rates of serious illness, hospitalizations, and deaths due to COVID-19. With the Delta and Omicron variants and the likelihood of other variants that may continue to disproportionately impact unvaccinated individuals and communities, the urgency around vaccination efforts has increased.

2. Why is Milwaukee County mandating boosters for high-risk employees?

In January 2022, Milwaukee County updated its vaccine mandate to require booster vaccines for eligible employees, contractors and volunteers at high-risk facilities, including the Milwaukee County Jail, the House of Correction (HOC), Youth Detention Center and Behavioral Health hospital service. As studies show, the initial vaccine's protection against COVID-19 decreases over time. A booster shot improves protection against COVID-19, including the Delta and Omicron variants. Mandating booster vaccine doses in high-risk facilities is not only about protecting the health and safety of employees, contractors, volunteers and those the County serves, it will also provide enhanced flexibility in managing the effects of COVID-19 on the County workforce. A COVID-19 booster means employees who provide essential services are less likely to contract COVID-19 and if infected are less likely to have severe illness.

3. Is a vaccine mandate legal?

Many months ago, the federal (Equal Employment Opportunity Commission) EEOC issued guidance indicating that mandatory vaccines are generally permissible in the workplace as long as reasonable accommodations are made for those with medical conditions constituting disabilities and those with sincerely held religious beliefs. More recently, the U.S. Department of Justice issued an opinion indicating that mandatory vaccine workplace policies are permissible, allowing employers to impose a COVID-19 vaccination as a condition of employment.

4. Why is this the right policy decision?

Nearly all Wisconsin counties are experiencing high rates of transmission of COVID-19. Rates of vaccination are not as high as they need to be to effectively slow or stop transmission. Hundreds of thousands of people are still too young to get the vaccine, and immunocompromised people remain in grave danger with vaccination rates as low as they are. Our hospitals are at or near capacity in many parts of the state. Raising rates of vaccination in all eligible populations protects our most vulnerable state residents, helps stop the spread of COVID-19, lessens the severity of illness and the risk of hospitalization and death, and protects all we serve at Milwaukee County.

5. What are other counties and municipalities doing relative to vaccine mandates, incentives, and consequences?

Local governments' approaches to vaccine mandates exist along a spectrum. The City of Milwaukee mandated vaccination for its workers, as has St. Louis, New York City, New

Orleans, and San Francisco. Some states, such as Washington, Virginia, California, Washington, D.C., Hawaii, and Illinois have implemented vaccine mandates for state workers. The National Association of Counties (NACO) conducted polling of its member Counties, and found that some include incentives such as additional time off and cash payments of between \$25 - \$250, while many other Counties have not included incentives in their policies. Weekly testing or required double-masking are common repercussions. **In regard to boosters, the state of New Mexico has mandated boosters for employees in high-risk environments. In New Jersey, all healthcare workers are required to receive a booster. Additionally, companies like Apple have required boosters for in-person workers and a number of universities are requiring boosters for students and staff.**

6. When will this policy go into effect?

All County employees who are not members of public safety unions are required to submit documentation verifying their fully vaccinated status or must submit a completed medical, religion or creed exemption and accommodation request form by no later than October 1, 2021. ~~Incentives are available now and consequences and additional r~~ Risk mitigation measures **began** October 11, 2021, with some additional consequences beginning January 1, 2022.

Employees at high-risk facilities who are eligible for a booster shot (it has been five months since their second dose of the Pfizer or Moderna vaccine or two months since their single dose of the Johnson & Johnson vaccine) must submit documentation verifying their booster dose by February 4, 2022, or 21 days after becoming eligible in order to be compliant.

7. Will employees be made aware of colleagues / contractors / volunteers they interact with who are unvaccinated?

No. While department leadership will be informed of their staff's vaccination status, employees will not be informed of colleagues' and/or contractors' or volunteers' vaccination statuses. **Managers may be aware of vaccination status as it relates to staffing policies and procedures.**

8. How will the County ensure I am protected against colleagues who are unvaccinated?

In order to mitigate the risk of spread of COVID-19, effective October 11, 2021, all unvaccinated employees, including those with an approved accommodation, will be subject to the following additional risk mitigation measures:

- Unvaccinated employees working in any County healthcare setting will be required to wear a fitted N95 mask when a face mask is required.
- Unvaccinated employees working in person in a non-healthcare setting will be required to wear a KN95 mask when a face mask is required.
- Unvaccinated employees working in-person full- or part-time at HOC, the County Jail, or the DYFS Detention Center will be subject to COVID-19 testing on a bi-weekly basis, consistent with current policy, in addition to being required to wear a KN95 mask.

9. Does this apply to employees who are working remotely and / or outdoors? Does the mandated vaccine mean we are looking at a full in-person return to the workforce vs a hybrid model?

The policy applies to all current employees regardless of telework or indoor / outdoor work status. One of the goals of this policy is to slow the spread of COVID-19 in our community

and ensure continuity of our operations. These goals are met by ensuring our entire workforce is vaccinated, regardless of where they work. The County's permanent telework policy will be established separately from this policy, but we will not be stopping the current telework expectations and increasing our in-person footprint while transmission rates are high in our community.

10. Does this policy mandate booster shots?

The current administrative order ([Administrative Order 21-3v3](#)) requires that all employees submit verification of their completed vaccination, or request an exemption, and defines completed vaccination as an individual who has completed either the two-dose series of the Pfizer or Moderna vaccine or the single dose of the Johnson & Johnson vaccine.

Additionally, the administrative order requires employees, contractors and volunteers at high-risk facilities to be up to date with their vaccination, which is defined as receiving a booster as soon as they become eligible.

11. What time codes should I use if I get a vaccination / booster during work hours?

Time spent traveling to a vaccination appointment and receiving a vaccination can be assigned to Emergency Paid Sick Leave (EPSL) using the payroll code, "EPSL Vaccine."

12. What time code can I use if I experience side effects and cannot work after receiving a vaccination?

Anytime an employee feels ill and unable to work, they should use the standard Sick Time bank.

VACCINE REQUIREMENTS

13. Who is required to be vaccinated? What are expectations for contractors / volunteers?

The vaccine mandate policy lays out vaccination requirements for three primary groups:

- **New Employees:** Effective October 1, 2021, vaccination status (or an approved accommodation) will be a condition of employment for any current and future posted positions, excluding MCSO postings.
 - **Booster Requirement for New Employees at High-Risk Facilities:** Effective February 4, 2022, up to date vaccination status (inclusive of boosters when eligible) or an approved accommodation will be a condition of employment for positions in high-risk facilities, excluding MCSO postings.
- **Current Employees:** Current employees must submit required documentation verifying their complete vaccination status or must submit a completed medical or religious exemption request form by no later than October 1, 2021. This policy does not immediately apply to County employees who are represented by public safety unions.
 - **Booster Requirement for Employees at High-Risk Facilities:** All employees working at high-risk facilities must be up to date with vaccinations, that is, receive a booster as soon as they become Eligible. Employees who are Eligible as of January 18, 2022, have until February 4, 2022, to comply with this Order. Employees who are not Eligible as of January 18, 2022, must comply within 21 days of becoming Eligible.
- **Contractors / Volunteers:** All contractors and volunteers working in County high-risk facilities must be up to date with vaccinations. Those who are eligible as of January 18, 2022, have until February 4, 2022, to comply. Those who are not eligible as of January 18, 2022, must comply within 21 days of becoming eligible. This vaccine requirement applies to all applicable contractors and volunteers, regardless of current or previous COVID-19 infection status. Departments may require completed vaccination or up to date vaccination status for their contractors and volunteers more broadly than just those working in County high-risk facilities.

14. How are contractor vaccinations being tracked and recorded?

Each **vendor** is responsible for ensuring any of its **contracted** staff assigned to work at any of the County's high-risk facilities, or other location where the managing department is requiring vaccines / **boosters** for its contractors, have completed their COVID-19 vaccination / **booster**. Contractors are strongly encouraged to model Milwaukee County's procedures for vaccine verification for its employees, ~~which requires two forms of proof of vaccination, as outlined in the administrative order.~~

15. What is the penalty for any contractors / volunteers who do not comply with the vaccine mandate?

After October 11, 2021, unvaccinated contractors or volunteers may not be allowed onsite to any of the County's high-risk facilities (Milwaukee County Jail, the House of Correction (HOC), the Division of Youth and Family Service (DYFS) Juvenile Justice Center, and certain facilities operated by the Behavioral Health Division (BHD), including the BHD inpatient hospital. **After February 4, 2022, contractors or volunteers who are eligible for a booster but have not received it may not be allowed onsite to any of the County's high-risk facilities.**

Contractors / volunteers may also not be allowed onsite at locations where the managing department is requiring vaccines / boosters for its contractors / volunteers in alignment with the compliance date set by the department, which may differ from the October 11, 2021 / February 4, 2022 deadline for high-risk facilities.

16. Can contractors / volunteers who work in high-risk facilities submit a medical, religion or creed exemption and accommodation request?

For contractors / volunteers who work in high-risk facilities (e.g. Milwaukee County Jail, the House of Corrections, and within the Department of Health and Human Services the Division of Youth and Family Services Detention Center and facilities operated by the Behavioral Health Division), individuals seeking an exemption / accommodation should contact the manager of the vendor they contract with, who will work with the County to determine eligibility and next steps.

17. Does the mandate apply to individuals who are not contract employees but are conducting work at County facilities (for example, State employees, interns, or volunteers who work at County facilities or who help deliver County services)?

We are not requiring State employees working in our facilities to follow our mandate at this time. However, volunteers, interns, and others may be expected to follow the guidelines of the mandate. For help with a specific question about an organization working in County facilities, please email COVID-19@milwaukeecountywi.gov so we can provide advice tailored to the specific circumstances.

18. Does this apply to employees who are fully remote?

Yes, all current employees, regardless of telework status, are included in this mandate.

19. Does this apply to employees who are working outdoors?

Yes, all current employees, regardless of indoor / outdoor work, are included in this mandate.

20. Does the policy apply to union employees?

The policy immediately applies to all current union / nonunion employees other than County employees who are represented by public safety unions.

21. How does the mandate impact employees who were recently hired?

For new hires after October 1, 2021, vaccination is a condition of employment. For new hires at high-risk facilities after February 4, 2022, up-to-date vaccination status (meaning having received a booster if eligible) is a condition of employment. For new hires before October 1, 2021, and February 4, 2022 regarding boosters at high-risk facilities, they will be grandfathered in as with current employees. For these employees vaccination is not a condition of employment, but they could be subject to corrective action for noncompliance as outlined in the policy. The policy immediately applies to all current union / nonunion employees other than County employees who are represented by public safety unions.

22. What does “completed vaccination” mean? Does this mandate include booster shots?

“Completed vaccination” requires employees to have completed their COVID-19 vaccination series, meaning they have received either one dose in a one-dose series (Johnson & Johnson), or both doses in a two-dose series (Pfizer and Moderna). This does not include booster shots at this time.

23. What does “up-to-date with vaccination” mean?

Individuals are considered “up to date with vaccination” if they have either (1) had a booster shot (a third shot for individuals initially vaccinated with Pfizer or Moderna or a second shot for those initially vaccinated with Johnson & Johnson) OR (2) have completed vaccination but are not yet eligible for boosters, that is have received one dose of Johnson & Johnson vaccine within the past two months OR have received a second dose of the Pfizer or Moderna vaccine within the last five months.

24. Are all COVID-19 vaccinations included in this mandate?

All vaccinations authorized for use in the United States are included in this policy. The three authorized vaccines include Johnson & Johnson, Pfizer, and Moderna.

VACCINE VERIFICATION

25. How can I prove that I have completed vaccination? Where do I submit proof of vaccination, and what qualifies as proof of vaccination?

Employees must submit two different forms of proof from the following five options:

1. A copy of the CDC vaccination card provided at the vaccine appointment.
2. A copy / screenshot of the employee's COVID-19 vaccination status from the [Wisconsin Immunization Registry \(WIR\)](#).
3. A copy / screenshot from the employee's healthcare system patient profile (for example, MyChart).
 - If you were vaccinated outside of Wisconsin, vaccination records can be accessed via each State's operational [immunization information system](#) (IIS). Employees may upload a copy/screenshot from the IIS for the state in which they were vaccinated.
4. A note from the employee's healthcare provider or Milwaukee County vaccinator verifying vaccination status.
5. A copy / screenshot of the employee's COVID-19 vaccination status from the federal [Vaccine Administration Management System \(VAMS\)](#).

Proof of vaccination should be submitted to Dayforce by October 1, 2021. Please contact COVID-19@milwaukeecountywi.gov if you have questions or need assistance submitting the proper documentation and an HR representative will contact you.

26. How do employees of at-risk facilities prove their vaccination is up to date? Where do they submit proof they've received their booster, and what qualifies as proof?

Employees at high-risk facilities are required to document their up to date vaccination status by submitting proof of their COVID-19 booster vaccination using [the online submission form](#). Employees will be required to provide one form of proof of booster vaccination from the following:

1. A copy of the CDC vaccination card provided at the vaccine appointment.
2. A copy / screenshot of the employee's COVID-19 vaccination status from the [Wisconsin Immunization Registry \(WIR\)](#).
3. A copy / screenshot from the employee's healthcare system patient profile (for example, MyChart).
 - If you were vaccinated outside of Wisconsin, vaccination records can be accessed via each State's operational [immunization information system](#) (IIS). Employees may upload a copy/screenshot from the IIS for the state in which they were vaccinated.
4. A note from the employee's healthcare provider or Milwaukee County vaccinator verifying vaccination status.
5. A copy / screenshot of the employee's COVID-19 vaccination status from the federal [Vaccine Administration Management System \(VAMS\)](#).

Human Resources staff are responsible for verifying booster vaccination submissions.

27. What file types can be submitted to Dayforce to verify my vaccination status?

Dayforce accepts the following file types:

- JPG
- PNG
- DOC
- DOCX
- PDF
- ZIP
- BMP
- GIF
- TIF
- TIFF
- ODT
- MSG
- FTF SVG
- SVGZ

28. If I received my vaccine at BHD, do I still need two proofs?

Yes. All employees need to meet the verification requirements in the order.

29. What if I lost my vaccination card?

Contact and / or visit the clinic or facility where you received your COVID-19 vaccination for a replacement card.

30. What if WIR doesn't have my vaccine recorded or I can't look up my record?

You should contact the WIR Help Desk for assistance as soon as possible at: 608-266-9691. They are receiving many requests presently and may be slow to respond. Employees should make this request promptly to start the process. There is also a chance that your vaccinator did not update your vaccine information in WIR. If this is the case, you may contact your vaccinator to request that WIR be updated with your vaccine information. If the October 1 deadline is nearing and an employee hasn't received assistance from the WIR Help Desk and cannot find a second form of proof, they should email COVID-19@milwaukeecountywi.gov for assistance.

31. What if I received my vaccination from OEM?

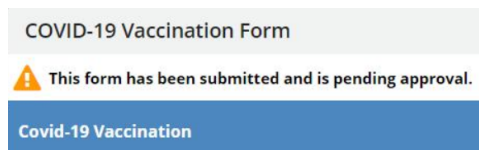
If you got vaccinated through the Office of Emergency Management and are looking for verification of your vaccination, you can email OEMSpecOps@milwaukeecountywi.gov for a Vaccine Verification Letter. Please note there is a chance you may have already received this letter — check your email (or possibly your spam folder).

32. What if I can't find two points of proof?

If an employee has tried to find a second form of vaccination proof from all of the approved options in the Administrative Order and cannot identify a second form, they should upload their one form of verification and contact their HR Business Partner.

33. I just submitted my vaccination verification along with two forms of proof. Can I anticipate receiving an acknowledgement confirming that I submitted my verification and proof documents correctly and that they were received?

Once an employee submits their verification form, they will be able to see that it is pending approval by clicking on the form.



Once Human Resources has reviewed the submitted paperwork, you will receive a notification in your Dayforce Inbox, located in the top right corner, indicating the status.

Please be patient when awaiting your verification, as we are getting many submissions every day.

34. How can the County be sure employees aren't submitting fraudulent vaccination information?

As with any documentation process that requires employee attestation to the accuracy of information presented, individuals who submit fraudulent documentation would be subject to corrective action up to and including termination and could be subject to prosecution under federal law. Additionally, we believe the requirement of two forms of vaccine verification will assist in our efforts to ensure truthful submissions.

~~**35. I submitted my vaccine documentation for Vaccin8, do I need to resubmit information for this mandate?**~~

~~Yes. Proof of vaccination status submitted for the Vaccin8 program does not satisfy verification requirements for this policy. To be in compliance with the mandate policy, employees who previously submitted one document as proof of vaccination, will now need to submit two forms of vaccination verification to Dayforce.~~

36. How will my data be stored and shared?

Vaccination status is protected health information, which the County may require employees provide. Once in receipt of this information, the County is required to maintain the confidentiality of all employee medical information, including any documentation of the COVID-19 vaccination. This confidentiality requirement applies regardless of where the employee gets the vaccination.

37. Who will have access to information about my vaccination status?

Your management, human resources, and any COVID-policy team members involved in the administration of this policy will have this information on a need-to-know basis. Data about vaccine rates may be shared in aggregate without any individual identifiable information included.

38. Isn't this protected information? Do I have to share my vaccination status?

HIPAA's Privacy Rule is not applicable to the County's request for its employees to provide proof of COVID-19 vaccination. Employees are free to choose whether to share their vaccination status or information. However, this freedom of choice is subject to the consequences for non-compliance and additional risk mitigation measures for unvaccinated individuals as established in the vaccine mandate order.

39. Will managers know my vaccination / exemption status and the reasons?

Managers will know the vaccination status of employees they oversee and will be informed of whether any of their employees have an approved accommodation. They will only know an employee's status, and not any of the underlying reasons. For example, managers may be given a report for the employees they oversee that indicates whether the individual is Vaccinated, Unvaccinated – No Accommodation, or Unvaccinated – Approved Accommodation.

40. How does gathering vaccine information comply with HIPAA?

HIPAA's Privacy Rule applies primarily to the disclosures made by your healthcare provider, not the questions of your employer. Vaccination information is classed as PHI and is covered by the HIPAA rules; however, HIPAA only applies to disclosures made by HIPAA-covered entities, such as healthcare providers, health plans, and healthcare clearinghouses and their business associates. Absent any disclosure of the vaccination information acquired by the County from its employees, which is prohibited by other laws, HIPAA is not implicated in any way.

41. Will information on employee vaccination or exemptions be subject to open records requests?

No. Federal laws require that the County maintain the confidentiality of employee medical information, such as documentation or other confirmation of COVID-19 vaccination. This confidentiality requirement applies regardless of where the employee gets the vaccination.

42. Who will have access to the vaccine documentation or accommodation / exemption information that is being submitted?

Only Human Resources staff involved in the exemption / accommodation process will have access to the information submitted by employees. The information will not be available to management beyond reporting whether the employee has an approved accommodation.

VACCINE ACCOMODATIONS / EXEMPTIONS

43. Will there be accommodations made for people with approved exemptions?

Milwaukee County recognizes that employees may be unable to complete vaccination either because of specific medical conditions or because of sincerely held religious beliefs.

HR will consider requests for exemptions and accommodations on a case-by-case basis and may engage with the employee, with medical providers, and/or with faith community leaders as allowed by law in considering requests. HR staff will review requests for exemptions weekly and will contact employees as needed.

44. What is the process for filing and receiving an approved exemption?

Employees seeking an exemption are required to submit an exemption and accommodation request form to HR Business Partners by October 1, 2021. Forms can be obtained from HR Business Partners or by emailing COVID-19@milwaukeecountywi.gov.

Employees who claim a medical or religious exemption but fail to submit the documents necessary to act on the request, or who fail to engage in the interactive process to address exemptions, and who are not vaccinated, shall be denied an exemption and shall be viewed as non-compliant.

45. Will there be accommodations for people who have just recovered from COVID? What if you have natural immunity?

People who have recovered from COVID-19 are still encouraged to get the vaccine **and booster after they have recovered from symptoms**. An employee should consult with their healthcare provider and submit a medical exemption form if the provider is recommending that the individual wait before getting vaccinated. Otherwise, “natural immunity” does not exempt an employee from the expectations set forth in the vaccine mandate.

46. What qualifies as a provider or physician? Who is a healthcare professional qualified to provide a medical exemption?

M.D.s, D.O.s, Nurse Practitioners and Physician's Assistants qualify.

47. If people file for exemptions and get rejected, will they have a grace period before they face consequences, so they can opt to get vaccinated?

There will be no grace period offered and employees who receive a denied exemption will be subject to consequences starting October 11, 2021, as they will be non-compliant with the order. Employees seeking an accommodation are encouraged to get their forms in to HR as soon as possible to avoid consequences if they choose to get vaccinated following a denied request. Consequences will be dropped as soon as the employee completes their vaccine series and submits their paperwork to Dayforce.

48. Wi Statute 252.041 allows refusal for religion AND conscience. How will those who refuse for conscience be addressed?

Exceptions based upon conscience will be evaluated under the same rubric as exceptions sought for religious practices. There is a substantial body of law in Wisconsin surrounding what constitutes a valid religious belief or a creed that qualifies for purposes of workplace

exceptions, as well as what is required of employers who are presented with requests for work rule exceptions based upon beliefs and practices associated with religion or creed. The County will apply and follow these laws in all cases.

49. How will HR determine who gets religious exemption? How will decisions regarding these individual accommodations be made objectively?

HR will consider requests for exemptions and accommodations on a case-by-case basis. HR may engage with the employee, with medical providers, and / or with faith community leaders as allowed by law, if necessary, in considering requests. HR staff will review requests for exemptions weekly and will contact employees, as needed.

50. Who is deeming the forms and applicable information (for vaccination documentation and for exemptions) is acceptable?

Human Resources leadership.

51. How will exemptions / accommodations work for new hires?

Successful candidates seeking an exemption should make a request prior to their start date.

52. Do employees at high-risk facilities who previously received a vaccine exemption need to submit an exemption request for the booster dose?

Employees at high-risk facilities who have received approved accommodations for vaccination do not have to apply again for accommodations for boosters. Earlier accommodations will apply to the booster mandate.

VACCINE REWARDS AND INCENTIVES

53. Will Vaccin8 incentives be available for employees who receive a vaccine after the October 1, 2021, deadline?

Yes. The deadline to receive Vaccin8 time off has been extended to December 31, 2021.

54. Did the original Vaccin8 policy end?

As of September 17, 2021, the policy for the Vaccin8 recognition program is now solely outlined in the vaccine mandate administrative order. In order to receive Vaccin8 time off moving forward, employees will need to submit two forms of proof of vaccination to Dayforce. Terminating this order is solely to avoid duplicative orders covering this program. The incentive is still available for people who complete a vaccine series prior to December 31, 2021. Vaccin8 time off will be available for use through December 31, 2022.

55. If I cannot use my vacation time this year, will Vaccin8 time roll over?

Yes. The time will roll over automatically and will not count towards the 56 hours that employees may roll over each year. The Vaccin8 time off must be used before December 31, 2022.

56. What is the “Vax Cash” program?

Milwaukee County is incentivizing and recognizing employees who have made the decision to get a complete vaccination with a variety of reward and incentive programs, including through Vax Cash, Vax Champions, and Vaccin8.

The new “Vax Cash” program will provide employees with \$50 after they complete their full vaccine series and submit the required paperwork in Dayforce. Payments will be made directly through payroll. This payment is taxable and will show up on employees’ W-2 tax forms.

57. Is Vax Cash available to all employees including those already vaccinated prior to the Vaccine Mandate?

Yes. This reward will be available through December 31, 2021, and all employees vaccinated before the effective date of this order will receive this reward once they submit two forms of proof of vaccination to Dayforce.

58. How will I receive my Vax Cash payment?

Payments will be made directly through payroll.

59. If I receive a first dose and my doctor recommends I do not receive the second dose, will I still be eligible for the Vax Cash program?

Employees who have not completed their full vaccine series are not eligible for this direct payment. For specific questions about Vax Cash eligibility, contact your HR Business Partner.

60. Are contractors eligible for Vaccin8 or Vax Cash?

No.

~~61. What is a “Vax Champion?”~~

~~Employees who champion vaccinations and successfully encourage a colleague to complete vaccination will receive a \$25 bonus payment, accessible directly through payroll. Only people receiving their first shot after the effective date of the mandate order, September 2, 2021, will be able to refer a Vax Champion as part of their verification process.~~

~~62. How can I prove that I encouraged a colleague to receive a vaccination and I should receive a Vax Champion payment?~~

~~The employee who receives their first shot after September 2, 2021, and completes the series prior to December 31, 2021, may report the name of one Vax Champion who encouraged their decision in the Dayforce reporting system. The person listed as the Vax Champion in Dayforce will receive the reward via direct payment. No further proof of the role of the Vax Champion is required beyond the referral listed by the vaccinated employee.~~

~~63. Will incentives through Milwaukee County’s mandate be stackable with other incentives at the State level or through other organizations?~~

~~Yes.~~

RISK MITIGATION FOR UNVACCINATED EMPLOYEES

64. Are there additional requirements for unvaccinated employees?

In order to mitigate the risk of spread of COVID-19, effective October 11, 2021, all unvaccinated employees, including those with an approved exemption, will be subject to the following additional risk mitigation measures:

- Unvaccinated employees working in any County healthcare setting will be required to wear a fitted N95 mask when a face mask is required.
- Unvaccinated employees working in person in a non-healthcare setting will be required to wear a KN95 mask when a face mask is required.
- Unvaccinated employees working in-person full- or part-time at HOC, the County Jail, or the DYFS Detention Center will be subject to COVID-19 testing on a bi-weekly basis, consistent with current policy, in addition to being required to wear a KN95 mask.

Additional risk mitigation measures may be imposed by departments depending on the level of risk unvaccinated employees present to their operations. Such measures may include, but not are limited to, reassignment. Only employees who are unvaccinated and who do not have an approved accommodation will be subject to consequences.

65. What will be the consequence for an unvaccinated employee who refuses to wear a mask?

Unvaccinated employees who refuse to wear a mask will be subject to corrective action up to and including termination.

66. How can employees be fitted for N95 and KN95 masks?

Only unvaccinated employees working in a **healthcare setting** will need to wear a fitted N95 mask. Departments / divisions who manage healthcare settings already have fit-test processes in place to meet this requirement.

KN95 masks are a “universal” fit and therefore do not require fit testing. Unvaccinated employees working in any **non-healthcare setting** will be required to wear KN95 masks when a face mask is required by the policies set forth in Administrative Order 20-14.

67. Who will be responsible for ordering N95 and KN95 masks? How will those orders take place?

Departments are required to requisition appropriate face masks from Infor. Only departments / divisions with healthcare workers should order fitted N95 masks and they should follow their standard procedures for purchasing. Every other department or work unit should be requisitioning **KN95** masks for their unvaccinated non-healthcare workers.

In the INFOR Punchout Catalog the ordering department should choose the “COREXPAND LLC REQUEST PPE ITEMS” as the vendor. Once in the vendors catalog, the KN95 masks are under the “Masks, Shields and Respirators” category. Once in this category they can choose from the necessary items. Unvaccinated employees should be provided a new KN95 mask for use.

It is up to the department how they will distribute KN95 masks to unvaccinated employees.

68. Can KN95 masks be reused?

The National Institute for Occupational Safety & Health (NIOSH) does not regulate KN95s, however the FDA issued emergency approval in 2020 for some manufacturers. See the list here: [Personal Protective Equipment EUAs | FDA](#) (List is updated regularly).

Workers across non-healthcare sectors must dispose of and replace their masks if they:

- Become damaged or deformed;
- Exhibit any nicks, abrasions, cuts or creases in the seal area;
- Have soiled filter material;
- The straps are cut, stretched out or damaged;
- Have a metal nose clip that has fallen off or doesn't function properly;
- No longer form an effective seal against the face;
- Become wet or dirty;
- Make breathing difficult due to trapped particulates blocking airflow; or
- Become contaminated with blood, nasal secretions or other bodily fluids from the wearer or patients.

Workers in healthcare settings may be subject to different rules than those outlined above and should consult their infection prevention and control team.

69. Will the County provide N95 / KN95 masks to employees who are unvaccinated?

Yes.

CONSEQUENCES FOR NONCOMPLIANCE

70. What are consequences for noncompliance?

Starting October 11, 2021, employees who are noncompliant will be ineligible for voluntary overtime or Risk Recognition Pay, when it is available. Additional department-level consequences might include:

- Unpaid suspension for up to 10 days;
- Consideration of non-compliance as a factor when making decisions about promotions, hiring current employees into new positions at the County, or TAHCs; and/or
- Consideration of non-compliance as a factor in DOSAA allocations.

Starting January 1, 2022, employees who are noncompliant and are enrolled in the County's healthcare will incur a \$20/pay period surcharge and employees working in the Behavioral Health Division (BHD) may be restricted from work until vaccination requirements are completed. Non-compliance may lead to separation.

Effective February 4, 2022 employees at High-Risk Facilities who are eligible for boosters and who are not up to date with vaccinations will also be subject to these consequences.

71. Will individuals who do not abide by this vaccine mandate have their employment terminated?

Milwaukee County views non-compliance with this vaccine mandate, that is, employees who are not vaccinated and do not have an approved exemption in place, as a decision inconsistent with our vision of becoming the healthiest county in Wisconsin and inconsistent with our responsibilities as public servants. ~~At this time, only BHD employees will face possible separation of employment if they are non-compliant on January 1, 2022.~~ All other non-compliant employees will be subject to escalating consequences and additional risk mitigation measures outlined in the policy. ~~Failure to comply with vaccination requirements or mitigation measures outlined in this Order may result in corrective action, up to and including termination.~~

72. How will overtime be tracked / limited?

Overtime will be managed at the department level.

73. Will employees who have an approved medical / religious exemption be ineligible for voluntary overtime or Risk Recognition Pay?

Employees with an approved accommodation will still be eligible for voluntary overtime and Risk Recognition Pay. However, departments are encouraged to staff high-risk positions with vaccinated staff as a risk mitigation measure, so unvaccinated employees may have less ability to claim risk recognition pay than vaccinated employees.

74. If an employee is suspended 10 days, do they have to prove vaccination to return?

No. Return to work from a suspension is not dependent on vaccination.

75. What happens to people who are suspended and then are unable to use all their time off for the year?

Employees will only be permitted to carry over 56 hours of vacation consistent with the Milwaukee County ordinance.

76. If a person is suspended for 10 days, how will they pay for their health insurance?

Generally, payroll will double deduct insurance premiums from the next pay period if a payment is missed due to a suspension.

77. If an employee decides not to get vaccinated or boosted, if required, (and doesn't have an exemption) can they opt to retire early?

Eligible employees can elect to retire at any time. More information about options for retirement are [available here](#).

78. Will suspensions affect retirement benefits in any way?

Suspensions may affect retirement benefits as service time is not granted for employees on suspension.

MANAGEMENT AND IMPLEMENTATION

79. Who screens for vaccine status at the point of hiring new staff?

Human Resources will be responsible for screening.

80. I hired someone before the mandate was in place. Do I reach out to that employee to let them know or will HR?

Human Resources will reach out to the new hire to advise them of the change in Milwaukee County policy.

81. How will we know who has or hasn't been vaccinated?

Leaders and managers will be given basic information about their employees' vaccination status to support the implementation of consequences and additional risk mitigation measures. Managers will be able to see whether an employee they supervise is vaccinated, unvaccinated, and if they have an approved accommodation, but will not have any detail beyond this basic information.

82. Will the new hire vaccine requirements impact our pool of staff / talent recruitment?

Milwaukee County, and all organizations, do not know what the impacts of vaccine mandates will be on recruitment efforts.

83. Is Milwaukee County prepared for employees who will resign due to the mandate?

With the number of mandates for employees across all organizations presently, we are not anticipating major impacts from employee resignations. We have given careful thought to the incentives and consequences and believe we have a policy that is a good starting point for our organization.

84. What are the anticipated racial equity impacts of this policy?

Milwaukee County's vaccine requirement enhances equity on several fronts. Racial equity was considered throughout the development of the policy and was generally considered on four different dimensions, focusing on lessening the disparate impact of COVID-19:

1. **Individual Employees:** The mandate will prevent unvaccinated people from becoming severely ill or dying from COVID-19. Consequences of COVID-19 infection have had an inequitable impact on individuals who are members of racial or ethnic groups with low rates of vaccination. Preventing further harm to these communities was a primary consideration in establishing the vaccination mandate.
2. **Co-workers:** Milwaukee County is committed to providing a workplace that is safe for all people. Vulnerable groups, including black and brown people, tend to be more at risk of severe illness or death from COVID-19 because of the higher prevalence of pre-existing health conditions perpetuated by racism and other forms of discrimination. Therefore, a policy that increases the vaccination rate among employees helps keep everyone safe.
3. **Service Users:** The policy ensures that the vulnerable populations we serve can feel safer in their interactions with Milwaukee County employees. By interacting with vaccinated employees, they have a lower likelihood of being exposed to COVID positive individuals. Furthermore, higher vaccination rates among our employees will help ensure

that there are no service disruptions caused by employees being out due to infection or exposure.

4. **Community:** More broadly, higher rates of vaccination in our community protect all members of that community by lowering disease burden and decreasing transmission of the virus.

There are still a lot of unknowns about how vaccine mandates will impact racial and health equity overall and we will continue to put racial equity at the forefront of our thinking and will share information as we learn more.

85. Will the Dayforce vaccine registration be available for new hires, similar to all other onboarding (direct deposit, emergency contact form) new hire forms?

We are still exploring this option for new hires. We are hopeful that this functionality will be available in the near future. Human Resources will work with new hires on this process when it is available.

86. Do departments have to suspend non-compliant employees?

Department heads or designees are encouraged to pursue up to 10-day unpaid suspensions for non-compliant employees as strictly as possible without: a) exceeding 10 days per employee, or b) impeding service delivery or operations, or c) triggering overtime. Suspensions should be applied evenly across work units, as designated by the department head.

87. If the penalty for not accepting the vaccine is a premium on health insurance, what would be the County's approach to dealing with individuals who do not receive County health care benefits?

Employees who do not receive County health care benefits and remain unvaccinated will face the other consequences in the Vaccine Mandate Administrative Order.

88. Will Departments be penalized if they do not comply with the requirements of the order?

Leaders and elected officials overwhelmingly support this policy and we do not anticipate issues with non-compliance when implementing consequences or risk mitigation measures. However, departments have different operational considerations, and it will not be possible to have consistent application of the new work rules across all departments or elected offices. We will be tracking key data on consequences and following-up with departments to support implementation efforts, as needed.