

# Giving It Your Best Shot!

COVID-19 Vaccine Mandates and  
Accommodation Requests



# Answering Your Questions

1. Q & A box on your screen  
(questions are confidential –  
visible to presenters only)
2. Or, email to  
[info@compliancehr.com](mailto:info@compliancehr.com)





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# Agenda

- Government Mandates
- Workplace COVID-19 Vaccination Policies
- Obtaining Proof of Vaccination Status
- Requests for Exemptions
- COVID-19 Testing
- CHR SmartScreen Capabilities



# DISCLAIMERS!

- **There is a lot of information to cover.**
- This webinar is intended for educational purposes only.
- This webinar is not intended to provide legal advice and does not substitute for advice of counsel.



# 1

## GOVERNMENT MANDATES

# Vaccination Mandates at the Federal Level

- On September 9, President Biden announced a new action plan: **Path Out of the Pandemic**
- Highlights of Plan include:
  - **Private Sector:** The plan directs OSHA to develop an Emergency Temporary Standard (ETS) that will require **all employers with at least 100 employees** to ensure their workforce is fully vaccinated or else subjected to weekly COVID-19 testing. The ETS will also require covered employers to provide employees paid time off to get vaccinated and recover from side effects. The details and timeline of the ETS are unknown.
  - **Federal government:** The president signed two executive orders that mandate vaccination for all executive branch employees and for some employees of some federal contractors. The new orders supplement an earlier July 29 directive and eliminates the testing option for those who are not vaccinated unless they receive an approved exemption.
  - **Healthcare:** Building on an earlier announcement concerning nursing home staff, the plan provides that the Centers for Medicare and Medicaid Services will begin requiring vaccination for employees in most healthcare settings, including hospitals, dialysis facilities, ambulatory surgical settings, and home health agencies, as a condition for continued federal funding.

# Covered Federal Contractors

Still subject to rulemaking, but based on early announcement, should include:

- Services covered by the Service Contract Labor Standards Act through contract or subcontract;
- Concessions; and
- Work relating to federal property and relating to the provision of services for federal employees, their dependents, or the general public

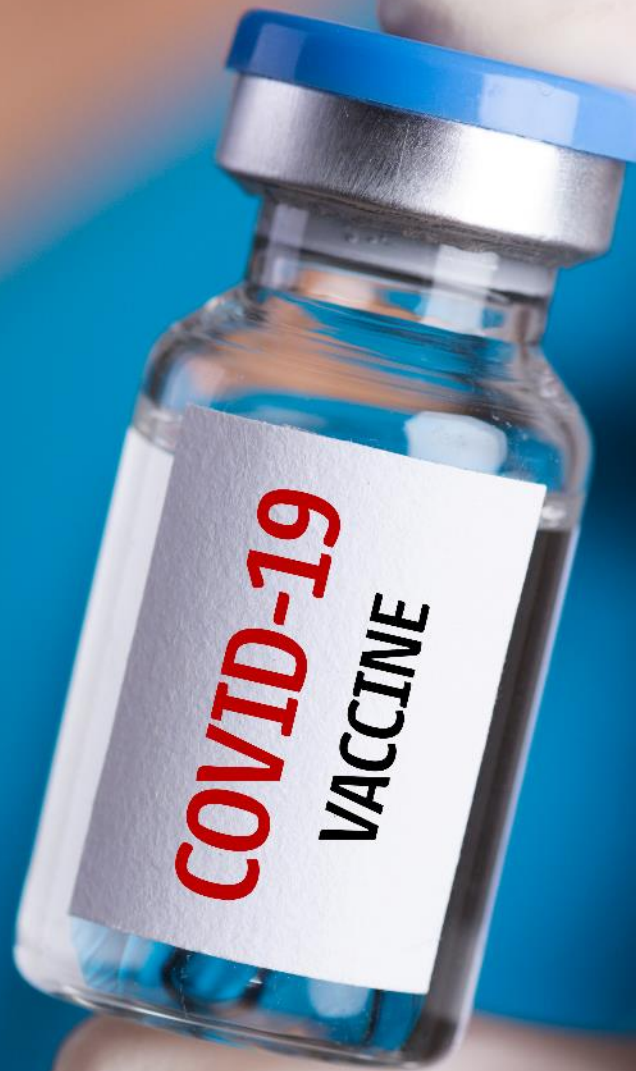
Not included are:

- Contracts worth less than the simplified acquisition threshold (in flux).
- Subcontracts for goods
- Grantees
- Workers based outside the U.S



# Vaccination Mandates

- Can always find the latest on vaccination mandates at [www.littler.com/publication-press/publication/mandatory-employee-vaccines-coming-state-near-you](http://www.littler.com/publication-press/publication/mandatory-employee-vaccines-coming-state-near-you)
- Many states have vaccination mandates for certain settings (e.g., state employees, healthcare, education)
- One state – Montana – prohibits employers from mandating any vaccine allowed under an EUA or any vaccine undergoing safety trials. Also prohibits employers from refusing or barring an individual from employment or from making compensation decisions based on the individual's vaccination status



# 2

## WORKPLACE COVID-19 VACCINATION POLICIES

# Mandatory COVID-19 Vaccination Policy Options

1. Immediate Hard Mandate
2. Phase-In Hard Mandate
3. Soft Mandate
4. *Anything else?*



# What About Vaccination Bans?

- Montana...
- You cannot do anything if an employee refuses to get vaccinated
- Some jurisdictions prohibit businesses from asking about *customer* vaccination status



# 1. Mandatory Vaccination Policy – Immediately

All employees must be fully vaccinated.\*

\* Subject to reasonable accommodations for individuals with medical conditions or religious beliefs that prevent vaccination



# Littler's HR Textbook, Chapter 1: Work Rules

- If you have a work rule, you better be ready to enforce it.
- On a consistent basis.
- With proper documentation.
- And be sure you have it documented.
- Don't forget to document.





## 2. Mandatory Vaccination Policy – Phase-In

- All employees hired on or after September 30, 2021, must be fully vaccinated.\*
- By January 1, 2022, all employees must be fully vaccinated.\*

\*Subject to reasonable accommodations for individuals with medical conditions or religious beliefs that prevent vaccination.



### 3. Mandatory Vaccination Policy – Or Get Tested Weekly

The “Soft Mandate” approach:

- All employees must be fully vaccinated,\* or get a COVID test every week.
- President Biden is asking OSHA to develop a “soft mandate approach” that will require all employers with at least 100 employees to ensure their workforce is fully vaccinated or else subjected to weekly COVID-19 testing.

\* Subject to reasonable accommodations for individuals with medical conditions or religious beliefs that prevent vaccination.





# Challenges with Soft Mandates

- Cost of tests?
- Which tests are valid?
- Paying employees for the time it takes to get the test?
- Practical issues:
  - When?
  - Where?
  - How does employee communicate results?
- And, after all that, you may end up with a lot of positive tests...



# Mandatory Vaccines – Mandatory Subject of Bargaining?

- Do you have a unionized workforce?
- Scope of bargaining obligation?



# COVID-19 Vaccination Record Card

Please keep this record card, which includes medical information about the vaccines you have received.

|                               |                           |                                 |                  |
|-------------------------------|---------------------------|---------------------------------|------------------|
| Last Name                     |                           | First Name                      |                  |
| Date of birth                 |                           | Patient number (medical record) |                  |
| Vaccine                       | Product Name/Manufacturer | Date                            | Health or Clinic |
|                               | Lot Number                | mm dd yy                        |                  |
| 1 <sup>st</sup> Dose COVID-19 |                           | mm dd yy                        |                  |
| 2 <sup>nd</sup> Dose COVID-19 |                           | mm dd yy                        |                  |
| Other                         |                           | mm dd yy                        |                  |
| Other                         |                           | mm dd yy                        |                  |

3

OBTAINING PROOF OF VACCINATION FROM EMPLOYEES

# Proof of Vaccination

- HIPAA does NOT apply to employers' direct queries about workers' vaccinations.
- EEOC says it is OK to ask about vaccination status
- Employers are well-advised to:
  - treat written proof of vaccination itself (whether a CDC card, an employee attestation or some other document) as confidential medical information;
  - store it separately from the employees' personnel file; and
  - limit formal access to such information on a need-to-know basis



## COVID-19 Vaccination Record Card

Please keep this record card, which includes medical information about the vaccines you have received.

Por favor, guarde esta tarjeta de registro, que incluye información médica sobre las vacunas que ha recibido.



Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Date of birth \_\_\_\_\_ Patient number (medical record or IIS record number) \_\_\_\_\_

| Vaccine                          | Product Name/Manufacturer<br>Lot Number | Date         | Healthcare Professional<br>or Clinic Site |
|----------------------------------|---|--------------|---|
| 1 <sup>st</sup> Dose<br>COVID-19 |   | mm / dd / yy |   |
| 2 <sup>nd</sup> Dose<br>COVID-19 |   | mm / dd / yy |   |
| Other                            |   | mm / dd / yy |   |
| Other                            |   | mm / dd / yy |   |

# Sharing Vaccination Status with Third Parties

- Consent?
- Communicate to workers on expectations
- State law consent rules may vary



# Record Retention and Proofs of Vaccination

- Attestations – as long as pandemic exists and for ordinary employee retention periods
- Will you collect copies of vaccination cards?
- Third party systems and data breach issues – do your due diligence
- Guidance expected from OSHA when it publishes its ETS on mandatory vaccines

# ComplianceHR SmartScreen™ Capabilities re Tracking Vaccination Status

## ComplianceHR SmartScreen

### Vaccine Status

The CDC states that people are considered fully vaccinated against COVID-19:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as the Johnson & Johnson/Janssen vaccine

I certify that I meet the requirements above and am fully vaccinated against COVID-19. Specifically, I have received all of the necessary doses of the vaccine and it has been more than two weeks since I received the final dose.

I also understand that this information  
Company's COVID-19 safety protocols

☐ I Agree ☐ I Disagree

Submit

ComplianceHR

Samantha Greenman (CHR SmartScreen Preview) ▼

Home / ComplianceHR SmartScreen / People

Company: Compliance HR ▼

Enabled: Yes ▼

Show columns: Fields... ▼

+ Add People Export to Excel

28 People

| Company       | Enabled | Employee ID | People           | Last 24 | Location   | Travel | Send Email               | Vaccinated                          | Status | Details |
|---------------|---------|-------------|------------------|---------|------------|--------|--------------------------|-------------------------------------|--------|---------|
| Compliance HR | yes     | 56389       | Zest, Samantha   | no      | California | Yes    | <input type="checkbox"/> | <input type="checkbox"/>            |        |         |
| Compliance HR | yes     | 5698        | Valnes, Samantha | no      | California | Yes    | <input type="checkbox"/> | <input checked="" type="checkbox"/> |        |         |



A woman with blonde hair, wearing a light blue tank top, is holding up her right hand palm facing forward. On her palm, the words "NO VACCINE" are written in black, bold, sans-serif capital letters. The word "NO" is positioned above "VACCINE" and is underlined. The woman's face is partially visible in the background, looking directly at the camera.

**NO  
VACCINE**

**4**

**REQUESTS FOR  
EXEMPTIONS FROM  
VACCINATION  
REQUIREMENTS**

# Medical Accommodations

# ADA Accommodation Analysis

- Three questions when faced with employee disability-related requests for exemptions from mandatory COVID-19 vaccination requirements under the ADA:
  - 1) Does the employee have a disability?
  - 2) If so, is there a reasonable accommodation that will enable the employee to perform the essential functions of their job?
  - 3) Would providing a reasonable accommodation impose an undue hardship on the employer?

# Disability Analysis

- Making an accurate disability status determination is important. There are essentially three possible outcomes in a disability status determination:
  - 1) a finding of a disability;
  - 2) a finding of a possible disability, but further investigation is needed; or
  - 3) a determination that there is no disability.

# Disability Analysis (cont.)

- If further investigation is needed, employers may want to consider:
  - 1) requesting additional medical information from the worker, such as documentation regarding the worker's impairment and work restrictions;
  - 2) seeking clarification of doctor's notes and work restrictions; or
  - 3) arranging a medical examination.
- Note: a number of states require accommodations of individuals with pregnancy-related medical conditions, regardless of whether the individual has a "disability" related to the pregnancy. Review applicable laws!

# ADA - Direct Threat Analysis

- An individual who cannot be vaccinated due to a disability can only be excluded from the workplace if they pose a “direct threat” under the ADA.
- Four factors to consider:
  - 1) the duration of the risk;
  - 2) the nature and severity of the potential harm;
  - 3) the likelihood that the potential harm will occur; and
  - 4) the imminence of the potential harm.

# Reasonable Accommodation

- Even where the presence of a non-vaccinated employee would pose a direct threat, an employer must make efforts to reasonably accommodate a worker who cannot obtain a vaccination due to a disability, where such an accommodation does not present an undue hardship.
- EEOC provided the following examples of such accommodations:
  - requiring an employee to continue to wear a mask and social distance while in the workplace,
  - limiting contact with other employees and non-employees, providing a modified shift,
  - permitting continued telework if feasible, conducting periodic COVID-19 testing
  - reassigning the employee to a vacant position in a different workplace.







# Undue Hardship Analysis

- Undue hardship under the ADA -- “significant difficulty or expense.”
- Standard to show undue hardship under the ADA is a much higher standard than under Title VII’s provisions relating to religious accommodations.
- If an employee’s proposed accommodation would pose an undue hardship, exploring alternative accommodations is an important part of the interactive process.
- In the context of a COVID-19 vaccine mandate, this might include requiring the unvaccinated employee wear a face mask in the workplace (and PPE as appropriate for certain roles), work at a social distance from coworkers or non-employees, work a modified shift, get periodic tests for COVID-19, and/or be given the opportunity to telework.
- Note EEOC has said that excluding the individual as an accommodation should be a “last resort.”

# Religious Accommodations

# Key Issues to Consider:

- Is the belief **religious**?
- Is the belief **sincerely held**?
- Would providing a reasonable accommodation impose an **undue hardship** on the employer?



# Is the Belief Religious?

- “Religion” is identified by evaluating three factors:
  - 1) it concerns fundamental and ultimate questions having to do with deep and imponderable matters;
  - 2) it is comprehensive, and not simply an isolated teaching; and
  - 3) it often can be recognized by the presence of certain formal and external signs.
- Personal, political and other non-religious beliefs or views are not required to be accommodated. For example, “Bill Gates is trying to put a tracker chip in me,” or “COVID is a hoax,” or “This is a violation of my rights” would not amount to a religious belief.

# Is the Belief Religious?

- Sincere and meaningful as a traditional belief in God
- Does not have to be based on a formal religious organization
- If an employee claims that religion makes him or her unable to perform a job function or duty, the employer should ordinarily assume that the employee's request for religious accommodation is based on a sincerely held religious belief.
- But if there is an objective basis for questioning the religious nature of an accommodation request, employers may seek additional supporting information, including asking respectful questions about the practice and the beliefs underlying it, to understand whether the employee's belief is truly religious in nature.



# Is the Belief Sincerely Held? EEOC Four Factor Test

- The EEOC lists four factors to consider in determining whether a belief is **sincerely held**:
  - 1) Whether the employee has behaved in a manner markedly inconsistent with the professed belief;
  - 2) Whether the accommodation sought is a particularly desirable benefit that is likely to be sought for secular reasons;
  - 3) Whether the timing of the request renders it suspect (e.g., it follows an earlier request by the employee for the same benefit for secular reasons);
  - 4) Whether the employer otherwise has reason to believe the accommodation is not sought for religious reasons.



# Is the Belief Sincerely Held? EEOC Four Factor Test (cont.)

- Heavily fact-specific analysis.
- Courts have recognized that an individual's beliefs can change over time, so an employee's changing beliefs may not impact the employee's sincerity under the EEOC's definition.
- If “objective basis” to question the sincerity of the belief, can ask for supporting documentation.



# Undue Hardship Analysis

- If an employee's proposed accommodation would pose an undue hardship, the employer should explore alternative/additional accommodations that do not cause more than a *de minimis* burden to the employer.
- No obligation to provide the particular accommodation requested so long as the accommodation provided eliminates the conflict.
- This might include requiring that the unvaccinated employee:
  - wear a face mask in the workplace,
  - work at a social distance from coworkers or non-employees,
  - work a modified shift,
  - get periodic tests for COVID-19, and/or
  - be given the opportunity to work remotely

# Accommodations and Undue Hardship

- ADA:
  - Employer must show “substantial cost” to prove undue hardship.
- Title VII Religion:
  - Employer must only show “more than a de minimis burden” to prove undue hardship.
- Burden on the employer is lower when showing undue hardship for a proposed accommodation for religious discrimination.
- But don’t forget about state law! In certain states, state law applies the more rigorous definition under the ADA to religious exemptions as well.

# Interactive Process Considerations

- Must engage in the interactive process to see whether there's a reasonable accommodation.
- No set formula – one size does not fit all.
- Good and consistent documentation is critical.
- Conversation – back and forth – exchange of ideas.
- Attempt to discover and provide reasonable accommodation.



5

## COVID-19 Testing

# Test Cost?

- Testing for “screening” vs. federal exposure testing
- State business expenses statutes
- State statutes on paying for medical tests
- “Mandatory” vs. “voluntary”
- What if the test is required by law?



# Time Spent Testing


- Is time spent taking an employer-required COVID-19 screening/monitoring test compensable work time?
- Check your jurisdiction's law on what sorts of activities are treated as compensable work time
- Is the employee being tested as an accommodation of a medical condition or religious objection?





# ComplianceHR *SmartScreen*<sup>TM</sup>


### ComplianceHR SmartScreen



**COVID-19 Screening**  
Efficiently screens your employees and tracks results as they return to work, while helping you ensure privacy and 50-state compliance.

[+ Manage Employees](#)
[🔍 Track Results](#)


### COVID-19 Resource Center



**COVID-19 Resource Center**  
Quickly delivers answers to the most pressing employment-related COVID-19 topics such as health and safety, leaves of absence and more.

[🔍 Use FAQ Rapid Reference](#)  
[🔍 View Resource Documents](#)


### PolicySmart



**Be Confident. Stay Compliant.**  
PolicySmart's simple templates and checklists make it easy to create and maintain your policies. Ensure you never miss an update with our intuitive news and notifications about regulatory changes.

[🔍 View Policy Documents](#)
[🔍 View Policy News](#)  
[⚙️ Configure Jurisdictions](#)


### Navigator IC



**Independent Contractor Assessment**  
Delivers an actionable risk assessment, a report on how to lower the risk of misclassification, and a summary of applicable laws

[+ Create New Evaluation](#)
[🔍 View Evaluations](#)  
[▶ IC Agreement](#)


### Navigator OT



**Exempt Status Assessment**  
Provides a risk assessment of each applicable exemption, suggestions on how to lower the risk of misclassification, and a summary of the federal and state exemption standards

[+ Create New Review](#)
[🔍 View Reviews](#)  
[🔍 View Evaluations](#)


### Navigator Leave



**Leave Compliance**  
Generates state and federal compliant forms, and quickly delivers federal and state-specific leave requirements (and paid sick leave or "PSL") through Rapid Reference tools.

[+ Create New Form](#)
[🔍 View Forms](#)  
[▶ Use PSL Rapid Reference](#)
[▶ Use Rapid Reference](#)


### Navigator Pay Practices



**Wage and Hour Compliance**  
Delivers comprehensive reports on a federal and state-by-state basis for the most common wage and hour issues

[▶ Find Minimum Wage](#)
[▶ Use Rapid Reference](#)

### Navigator Onboarding



**Onboarding Document Production**  
Produces state and federal compliant employment applications, offer letters, and employee non-disclosure documents

[+ Create New Document](#)

## ComplianceHR SmartScreen



### COVID-19 Screening

Efficiently screens people and tracks results as they return to work, while helping you ensure privacy and 50-state compliance.

+ Manage People

🔍 Track Results

⚙️ Configure Settings

▶️ Exemption Resources

**Littler**®

# Solutions



COVID-19 Screening and Symptom Checker



Vaccination and COVID-19 Test Tracker



Vaccination Accommodations

To request a demo, email [freetrial@compliancehr.com](mailto:freetrial@compliancehr.com)





## COVID-19 Screening and Symptom Checker

To request a demo, email [freetrial@compliancehr.com](mailto:freetrial@compliancehr.com)

## Add People

To add a person, you can either add individually or do a bulk upload.

In either case, you will be asked for each person's location. Select state.

[Locations Updated in the Last Week](#)

Do you want to use a CSV file?

Yes

No

Email Address:

First Name

Last Name

Location

Select ▼

Include a question about [travel](#)?

Yes

No

Do you want to mark the person as vaccinated? [More Information](#)

Yes

No

Do you want to include an Employee ID?

Yes

No

## ComplianceHR SmartScreen

## Add People

To add a person, you can either add individually or do a bulk upload with a CSV file.

In either case, you will be asked for each person's location. Select the *most relevant* location for each person. For example, if a person's city or county is listed as a location, select it. If the city or county is not listed, select the relevant state.

[Locations Updated in the Last Week](#)

Do you want to use a CSV file?

Yes

No

You can use this [template](#) for the CSV upload. Please note the following formatting requirements:

- Each field must be filled.
- Each location must **exactly** match a location on [this list](#). If you use abbreviations or formatting that is different, the upload will fail.
- The field "travel" must be answered "Yes" or "No" (in that format). If you answer "Yes", a question about [travel](#) will be included in the questionnaire.
- The field "vaccinated" must be answered "Yes" or "No" (in that format). If you answer "Yes", a check box will appear in that user's details in the CHR dashboard. [More information](#)
- The field "employee\_id" is an optional field referring to the Employee's ID. This field may use any alphanumeric character, and is limited to 30 characters.

If you need to upload more than 250 users, contact [support@compliancehr.com](mailto:support@compliancehr.com) for guidance on organizing them effectively.

[Choose File](#) No file chosen

Next >



## User Email

The email to users will include a salutation, an introductory paragraph and a unique screening link for the user to reuse each day.

Click [here](#) for more information about what is included in this screening process.

You can edit the introductory paragraph below. Please note that it cannot exceed 8192 encoded characters. This means that the content you enter below should be under that limit. You will receive a warning if you attempt to submit a message that is too long.



## ComplianceHR SmartScreen

You can also add a recurring calendar event to the email. This can help users remember to complete the screening questionnaires.

Would you like to add calendar reminders?

Yes

No

## Calendar Reminders

What days of the week should they be reminded to complete the screening questionnaire?

☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday

The recurring event will be 15 minutes long, but will not block a user's calendar. The questionnaire itself takes less than a minute to complete.

What time should the reminders occur?

8:00

AM

What day should the reminders start?

09/10/2021



# The Employee Experience



## COVID-19 Screening

### Today's Questionnaire

Please answer the following questions before entering the workplace. Your responses will be used for the purposes of protecting against COVID-19 infection in the workplace, accommodating employees, and at an 80 wage and hour level.

#### Vaccination Status

Click here to update your vaccination status.

#### Questions

1) Have you:

- tested positive for COVID-19 OR
- been diagnosed with COVID-19 infection by a healthcare provider OR
- been advised to be in self-quarantine by a healthcare provider or public health authority due to possible COVID-19 infection without having been cleared to return to work?

Yes No

2) Are you currently experiencing ANY of the following symptoms, other than for a known reason that is not related to COVID-19:

- Body temperature at or over 100.4°F OR
- Chills OR
- Cough OR
- Shortness of breath or difficulty breathing OR
- Fatigue OR
- Muscle or body aches OR
- Headache OR
- New loss of taste or smell OR
- Sore throat OR
- Congestion or runny nose OR
- Nausea or vomiting OR
- Diarrhea?

Yes No

3) Within the last 14 days, have you been in close contact with:

- anyone who has been diagnosed as infected with COVID-19 OR
- anyone who has been advised to be in self-quarantine by a healthcare provider or public health authority due to possible COVID-19 infection without having been cleared to return to work?

Yes No

#### COVID-19 Testing Policy

Following your employer's testing program, was your most recent COVID-19 test result negative?

Yes No

By clicking "Submit" below, I agree that my answers to this questionnaire are true and accurate to the best of my knowledge.

Submit

Dear Samantha Zest,

In view of the novel COVID-19 outbreak, we are taking precautionary measures to keep the workplace safe for everyone. Included in this email, is a link to a questionnaire. Please help us maintain a safe environment by completing a screening questionnaire each day before entering the workplace. If you have any questions, please contact Joe Panza ([panza@compliancehr.com](mailto:panza@compliancehr.com)) for more information.

Click the link below to access the questionnaire. Please do not share this email or the link below with anyone else.

### [YOUR QUESTIONNAIRE](#)

Click below to add an event to your calendar as a reminder.

[Add to Calendar](#)

You can also use the following link if you prefer Spanish. Haga clic en el enlace a continuación para acceder al cuestionario.

[SU CUESTIONARIO](#)

To request a demo, email [freetrial@compliancehr.com](mailto:freetrial@compliancehr.com)

## ComplianceHR SmartScreen

### Your Result

Not Cleared For Entry



September 10, 2021



## COVID-19 Screening

An employee has failed their ComplianceHR SmartScreen screening:

**Samantha Zest**

([greenman@compliancehr.com](mailto:greenman@compliancehr.com))

Based on their responses, they are **not cleared** to return to work. They are waiting for you to contact them about the steps they should take next.

You can use the following link to see more details about the screening:


[Screening Details](#)

IT proceed to the work site.

ing you shortly with more information.

To request a demo, email [freetrial@compliancehr.com](mailto:freetrial@compliancehr.com)

## ComplianceHR SmartScreen



### COVID-19 Screening

Efficiently screens people and tracks results as they return to work, while helping you ensure privacy and 50-state compliance.

[+ Manage People](#)  
[⚙️ Configure Settings](#)

[🔍 Track Results](#)  
[▶ Exemption Resources](#)

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Home / ComplianceHR SmartScreen / Screenings

Company: ComplianceHR - Central ▾

Show screenings: All (except Archived) ▾

Completed: In the past 7 days ▾

Show columns: Fields... ▾

## 12 Screenings

Export to Excel

|   | Employee ID | People         | Last Name | Result Code | Company                | Date Completed | Time Completed | Checked In                          | Location      | Duration | Details |  |
|---|-------------|----------------|-----------|-------------|------------------------|----------------|----------------|-------------------------------------|---------------|----------|---------|--|
| ■ | NA          | Test, Erica    | Test      | f0d278      | ComplianceHR - Central | 9/9/2021       | 12:19 PM       | <input checked="" type="checkbox"/> | Texas         | 235      | (i)     |  |
| ■ |             | Nichols, Erica | Nichols   | 184011      | ComplianceHR - Central | 9/9/2021       | 12:35 PM       | <input type="checkbox"/>            | Arizona       | 24       | (i)     |  |
| ■ | Test8296    | Arch, Bill     | Arch      | 9ab5da      | ComplianceHR - Central | 9/13/2021      | 1:26 PM        | <input type="checkbox"/>            | Massachusetts | 29       | (i)     |  |
| ■ |             | Roberts, Sally | Roberts   | 040195      | ComplianceHR - Central | 9/13/2021      | 3:11 PM        | <input type="checkbox"/>            | New York      | 31       | (i)     |  |
| ■ | 123xyz      | Adams, Mark    | Adams     | 0c3c11      | ComplianceHR - Central | 9/14/2021      | 10:43 AM       | <input type="checkbox"/>            | California    | 52       | (i)     |  |
| ■ | Test8296    | Arch, Bill     | Arch      | 401321      | ComplianceHR - Central | 9/14/2021      | 10:56 AM       | <input type="checkbox"/>            | Massachusetts | 28       | (i)     |  |
| ■ | NA          | nichols, erica | nichols   | 733134      | ComplianceHR - Central | 9/14/2021      | 1:17 PM        | <input type="checkbox"/>            | New York      | 70       | (i)     |  |
| ■ | 123xyz      | Adams, Mark    | Adams     | c6c5df      | ComplianceHR - Central | 9/14/2021      | 2:39 PM        | <input type="checkbox"/>            | California    | 77       | (i)     |  |
| ■ | 123xyz      | Adams, Mark    | Adams     | 9e43f7      | ComplianceHR - Central | 9/15/2021      | 9:17 AM        | <input type="checkbox"/>            | New York      | 33       | (i)     |  |
| ■ | 123xyz      | Adams, Mark    | Adams     | 8f645f      | ComplianceHR - Central | 9/15/2021      | 9:48 AM        | <input type="checkbox"/>            | New York      | 14       | (i)     |  |

Go to page: 1 Show rows: 10 1-10 of 12






## Vaccination Status and COVID-19 Test Tracker

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## ComplianceHR SmartScreen



### COVID-19 Screening

Efficiently screens people and tracks results as they return to work, while helping you ensure privacy and 50-state compliance.

[+ Manage People](#)  
[⚙️ Configure Settings](#)

[🔍 Track Results](#)  
[▶ Exemption Resources](#)

To request a demo, email [freetrial@compliancehr.com](mailto:freetrial@compliancehr.com)

[Home](#) / [ComplianceHR SmartScreen](#) / [People](#)Company: Enabled: Show columns: 

## 154 People

[+ Add People](#) [Export to Excel](#)

| Company                | Enabled | People                           | Last Name | Location                                      | Send Email               | Vaccinated                          | Status                      | Details           |
|------------------------|---------|----------------------------------|-----------|---|--------------------------|-------------------------------------|-----------------------------|-------------------|
| ComplianceHR - Central | yes     | <a href="#">Adams, Bob</a>       | Adams     | California                                    | <input type="checkbox"/> | <input type="checkbox"/>            | Accommodati...<br>Approved  | <a href="#">i</a> |
| ComplianceHR - Central | yes     | <a href="#">Agrete, Dan</a>      | Agrete    | Massachusetts                                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                             | <a href="#">i</a> |
| ComplianceHR - Central | yes     | <a href="#">Arch, Bill</a>       | Arch      | Massachusetts                                 | <input type="checkbox"/> | <input type="checkbox"/>            | Accommodati...<br>Approved  | <a href="#">i</a> |
| ComplianceHR - Central | yes     | <a href="#">Atest, Katherine</a> | Atest     | Florida - City of Miami                       | <input type="checkbox"/> | <input type="checkbox"/>            | Accommodati...<br>Requested | <a href="#">i</a> |
| ComplianceHR - Central | yes     | <a href="#">Baliga, Shabri</a>   | Baliga    | Ohio  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                             | <a href="#">i</a> |
| ComplianceHR - Central | yes     | <a href="#">Bazarte, Bryan</a>   | Bazarte   | California - City and County of San Francisco | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                             | <a href="#">i</a> |
| ComplianceHR - Central | yes     | <a href="#">Bazarte, Trina</a>   | Bazarte   | Georgia                                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                             | <a href="#">i</a> |
| ComplianceHR - Central | yes     | <a href="#">Bender, Tom</a>      | Bender    | Pennsylvania                                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                             | <a href="#">i</a> |
| ComplianceHR - Central | yes     | <a href="#">Berglas, Karen</a>   | Berglas   | New York                                      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                             | <a href="#">i</a> |
| ComplianceHR - Central | yes     | <a href="#">Biagas, Lisa</a>     | Biagas    | Pennsylvania                                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                             | <a href="#">i</a> |

Go to page:  Show rows:  1-10 of 154

To request a demo, email [freetrial@compliancehr.com](mailto:freetrial@compliancehr.com)

## Configure Settings

You are currently configuring the settings for Company A.

What would you like to setup?

Vaccination Settings

COVID-19 Testing Policies

Kiosk Settings

If you add a COVID-19 Testing Policy Question, all unvaccinated users in Company A will be asked an additional, *customizable* screening question.

You can use our suggested [default language](#), or update the text below to more closely align with your company's specific testing program.

Your question text should be formatted so that an answer of "No" will trigger a fail. Please note that this is contrary to the rest of the CHR SmartScreen language. If you need additional legal guidance, click [here](#).

English

Following your employer's testing program, was your most recent COVID-19 test result negative?

Spanish

Después de seguir el programa de pruebas de su empleador, ¿fue negativo el resultado de su más reciente prueba de detección del COVID-19?

☒ Add a COVID-19 Testing Policy question to my unvaccinated users' questionnaires

Submit


To request a demo, email [freetrial@compliancehr.com](mailto:freetrial@compliancehr.com)



## Vaccination Accommodations

To request a demo, email [freetrial@compliancehr.com](mailto:freetrial@compliancehr.com)

## ComplianceHR SmartScreen



### COVID-19 Screening

Efficiently screens people and tracks results as they return to work, while helping you ensure privacy and 50-state compliance.

[+ Manage People](#)  
[⚙️ Configure Settings](#)

[🔍 Track Results](#)  
[▶ Exemption Resources](#)

To request a demo, email [freetrial@compliancehr.com](mailto:freetrial@compliancehr.com)



# ComplianceHR SmartScreen

- Notice to Employee Approving Accommodation (Without Conditions)
- Notice to Employee Denying Accommodation (Request Cannot Be Accommodated)

## Managing Accommodation Requests

### Tracking Status

We have also included optional functionality to help you manage accommodation requests. If you choose to use this functionality, the status will appear in a column on the ComplianceHR SmartScreen table. Note that any users who have access to the employee's ComplianceHR SmartScreen record will see the status you've selected.

You can update the request status for an employee by clicking "Manage People" on the ComplianceHR SmartScreen card, and then clicking "Manage Accommodations" on an employee's detail page.

### Organizing Files

If you choose to, you can also upload the related forms and notices to keep them attached to the ComplianceHR SmartScreen record. These files can then be viewed by users who have elevated permissions to view uploaded files.

You can upload files for an employee by clicking "Manage People" on the ComplianceHR SmartScreen card, and then clicking "Upload File" on an employee's detail page.

### Using ComplianceHR's Accommodation Workflow

There is also an option to send a request to the employee directly through the system. If you choose this option, a link will be emailed to the employee. The employee can complete an online request form for either a medical or religious accommodation. When the employee submits the request, you will receive a notification, and anyone with the relevant permissions will be able to view the request.

You can start this workflow for an employee by clicking "Manage People" on the ComplianceHR SmartScreen card, and then clicking "Manage Accommodations" on an employee's detail page.

**To request a demo, email [freetrial@compliancehr.com](mailto:freetrial@compliancehr.com)**



## COVID-19 Vaccine Accommodation

If your company is considering a vaccine mandate, you may also need to handle related accommodations. The following is designed to help you manage those requests. For more information about accommodations, see the "Exemption Resources" link on the ComplianceHR SmartScreen product card or click [here](#).

To update the status of this person's accommodation request, click "Update Status" below. There is also an option to send a request to the employee directly through the system. Click "Send Email" if you would like to begin that workflow.

Update Status

Send Email

### Using ComplianceHR's Accommodation Workflow

If you choose this option, a link will be emailed to Samantha Zest (greenman@compliancehr.com).

They can complete an online request form for either a medical or religious accommodation. When they submit the request, you will receive a notification, and anyone with the relevant permissions will be able to view the request. Note that this workflow does not allow you to customize the request forms or related emails.

Please ensure that this conforms to your company's accommodation and privacy policies before starting the process.

☐ I understand and choose to send the request

Send Email

## Accommodation to Company B's COVID-19 Vaccination Policy Inbox x

no-reply@compliancehr.com

to me ▾

Samantha Zest,

Samantha Greenman has indicated  
accommodation to Company B's C

If you'd like to create an accommo  
to a site where you can select the t  
your form, and submit it to Compar

If you've already created your form  
[here](#). Please reach out to Samantl  
with any questions.

## ComplianceHR SmartScreen

# Request for a COVID-19 Vaccine Accommodation

This form has been sent to you by Samantha Greenman (greenman@compliancehr.com) on behalf of Compliance HR.

Please select the type of accommodation you are seeking. When you click Next, you'll be asked several questions needed to create an accommodation form. When you submit your form, a copy will be sent to you, as well as Compliance HR for review.

- ☐ Religious Accommodation Form
- ☐ Medical Accommodation Form

Next

To request a demo, email [freetrial@compliancehr.com](mailto:freetrial@compliancehr.com)

Company: Enabled: Show columns: 

154 People

[+ Add People](#) [Export to Excel](#)

| Company                | Enabled | People                           | Last Name | Location                                      | Send Email               | Vaccinated                          | Status                      | Details           |
|------------------------|---------|----------------------------------|-----------|---|--------------------------|-------------------------------------|-----------------------------|-------------------|
| ComplianceHR - Central | yes     | <a href="#">Adams, Bob</a>       | Adams     | California                                    | <input type="checkbox"/> | <input type="checkbox"/>            | Accommodati...<br>Approved  | <a href="#">i</a> |
| ComplianceHR - Central | yes     | <a href="#">Agrete, Dan</a>      | Agrete    | Massachusetts                                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                             | <a href="#">i</a> |
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| ComplianceHR - Central | yes     | <a href="#">Atest, Katherine</a> | Atest     | Florida - City of Miami                       | <input type="checkbox"/> | <input type="checkbox"/>            | Accommodati...<br>Requested | <a href="#">i</a> |
| ComplianceHR - Central | yes     | <a href="#">Baliga, Shabri</a>   | Baliga    | Ohio  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                             | <a href="#">i</a> |
| ComplianceHR - Central | yes     | <a href="#">Bazarte, Bryan</a>   | Bazarte   | California - City and County of San Francisco | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                             | <a href="#">i</a> |
| ComplianceHR - Central | yes     | <a href="#">Bazarte, Trina</a>   | Bazarte   | Georgia                                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                             | <a href="#">i</a> |
| ComplianceHR - Central | yes     | <a href="#">Bender, Tom</a>      | Bender    | Pennsylvania                                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                             | <a href="#">i</a> |
| ComplianceHR - Central | yes     | <a href="#">Berglas, Karen</a>   | Berglas   | New York                                      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                             | <a href="#">i</a> |
| ComplianceHR - Central | yes     | <a href="#">Biagas, Lisa</a>     | Biagas    | Pennsylvania                                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                             | <a href="#">i</a> |

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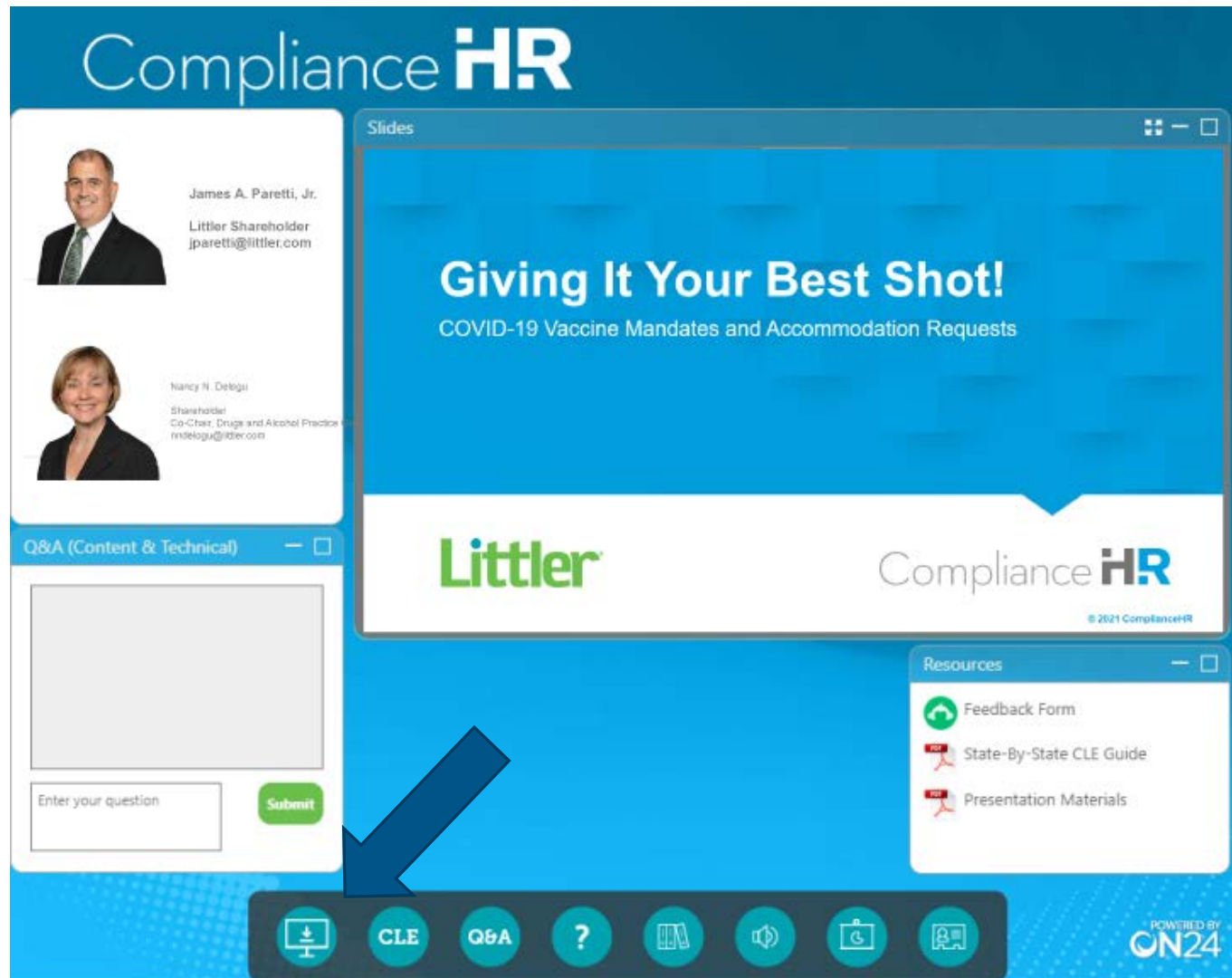
Compliance **HR**

Simplifying the Complexity of Employment Law

To request a demo, email [freetrial@compliancehr.com](mailto:freetrial@compliancehr.com)



# Receive a demo of ComplianceHR SmartScreen™



To request a demo, email [freetrial@compliancehr.com](mailto:freetrial@compliancehr.com)

# Questions?





# What You'll Receive

1. Full slide presentation (pdf format)
2. Link to recorded audio presentation
3. Demonstration of the SmartScreen software



Thank you!

**Littler**<sup>®</sup>