COVID-19 Information

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COVID-19 Vaccination Requirement

As required by the September 15, 2021 Order of the Commissioner of Health and Mental Hygiene:

- All DOE staff must provide proof of vaccination to the DOE using the DOE Vaccine Portal.
- City employees who work in person in a DOE school setting, DOE building, or charter school setting must provide proof of vaccination to their employer.
- Staff of contractors of DOE or the City must provide proof of vaccination to their employer, or if self-employed, to the DOE.
- Staff of any charter school serving students up to grade 12, and staff of contractors hired by charter schools co-located in a DOE school setting to work in person in a DOE school setting or DOE building, must provide proof of vaccination to their employer, or if self-employed, to the contracting charter school.

Get more information about where to get vaccinated (or call 877-VAX-4-NYC).

For further details on the City’s vaccination requirements, see the Commissioner’s Order.

DOE Vaccine Portal
The Vaccination Portal allows you to provide the DOE with your vaccination status and to upload proof of vaccination, which can be an image of your vaccination card, NYS Excelsior Pass, or another government record. Submitting this information will support New York City’s pandemic response and recovery efforts, and help ensure that the DOE remains a safe place to work for all employees.

Privacy and Security

The privacy and security of your information will be protected by technical, physical, and administrative safeguards, including encryption. This information will be kept confidential in accordance with federal, state, and local laws.

Technical Support

If you encounter technical issues using the Vaccination Portal, please contact the DOE Help Desk by opening a ticket online or calling 718-935-5100.

COVID-19 Vaccination Mandate-Related Exemption

Employees may apply for a COVID-19 Vaccination Mandate Related Exemption. All applications will require up-to-date, supporting documentation and will be reviewed on a case-by-case basis consistent with the law.

Please use the Self-Service Online Leave Application System if you would like to request such accommodation.

Updated COVID-19 Policies for DOE Staff

Based on the Centers for Disease Control and Prevention and New York State Department of Health guidance, the DOE has updated its COVID-19 health policies. Please see the details below.

Isolation if COVID-19 Positive

If you test positive for COVID-19, you must isolate for 5 days and can return to work on day 6 if you have no symptoms or your symptoms are improving. You must wear a mask until the tenth day after symptom onset or the date of the positive test, whichever is earlier. You may remove your mask during this period if you have received two negative rapid tests 48 hours apart.

If you are in the office and begin to experience symptoms:

- Please notify your supervisor as soon as possible and go home. Remain isolated from others as much as possible.
- If you need to obtain a test kit before leaving the building, please ensure that you remain properly masked at all times (KN95s are recommended).
- If you do not have a KN95 mask and would like one, please reach out to your building captain. If you are not sure who your building captain is, please notify your supervisor.
- Note: KN95 masks can be worn for at least five days or until they break. They are not meant for daily disposal.
- Take the test at home; do not take the test at work.
- Please take the first test as soon as you arrive home.
- Please take the second test 24 hours later.

If you test positive on either home test, you should isolate following your first positive result and contact your HR Director. Please refer to the isolation period guidance above.

If you were exposed to COVID-19 in the workplace and are not symptomatic:
If you are exposed to COVID-19, you should take two COVID-19 home tests, which you can obtain from your school or building manager, at least 48 hours apart. You should monitor for fever and other COVID-19 symptoms for 10 days after your exposure. You should continue to come to work as long as you receive negative test results and do not experience any symptoms of COVID-19. If symptoms begin, you should not come to work: isolate and get tested for COVID-19 immediately.

If you are home and have symptoms:

Please do not come to work to obtain testing; you may use the test kit if you have it at home; otherwise, you should visit an off-site testing location near your home.


More information about absences and leaves due to COVID-19 is also available on the [HR Connect Web Portal](https://www4.nyc.gov/html/doe/index.html).

**Timekeeping & Leaves**

Personnel Memorandum No. 1, 2022-2023 (updated July 1, 2022) includes up-to-date guidance on the following subjects:

- Leave options during COVID-19
- Time off to receive the COVID-19 Vaccine/Boosters
- Absences due to vaccine/booster side effects
- General attendance policies during COVID-19

[Instructions on How to Identify Overtime Worked in POD for Vaccine Distribution](https://www4.nyc.gov/html/doe/index.html)

**Related Links**

- Personnel Memoranda
- Work Rules and Policies

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