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 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 is 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.

Updated COVID-19 Policies for DOE Staff

Based on 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.

Shortened Isolation Period for Positive Cases

The isolation period for all staff members who test positive for COVID-19 on or after Monday, January 31, has been shortened to five days with a return to the office on Day 6. Anyone returning from a five-day isolation period should be fever-free for 24 hours without the use of fever-reducing medication and their overall symptoms should be improving; they must be able to wear a well-fitting mask while at work from Day 6 through Day 10. DOHMH recommends a high-grade well-fitting mask such as a KN95 or KF94, or a surgical mask worn under a cloth mask. Your building captain/custodial staff will have KN95 masks available for you.

When you have completed your isolation period, you are not required to produce a negative test result before being allowed to return to work. An individual may continue to receive a positive COVID-19 test result for up to 90 days even though they are no longer infectious.

Face Covering Reminder

As a reminder, the DOE’s face covering policy continues to be in effect. Unless an employee has an approved medical exemption, all staff and visitors over the age of two years old entering a New York City Department of Education (DOE) building MUST wear a face covering in accordance with this guidance.

Testing Kits and Guidance

The DOE will continue to provide you with two at-home rapid COVID-19 tests each week.

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 mask 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:

• Please take the first test on the day you are notified about being exposed.
• Please take the second test on the fifth day after 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 you develop COVID-like symptoms or feel ill before the fifth day, please isolate and take the second home test immediately. If you test positive on either test, please isolate and contact your HR Director.

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 DOE policies regarding COVID-related absences is available in Personnel Memorandum #1, 2021-22.

Reasonable Accommodations

Reasonable accommodations are available for employees who need a school-based or office-based accommodation. Applications should be made via the following process:

• Applications must be made using the Self-Service Online Leave Application System.
• In SOLAS, employees should select the initial option to “Request Accommodation”
• Only new employees or employees returning from a leave may apply for a COVID-19 Accommodation or Exemption. This is for employees who either cannot take the vaccine for medical/religious issues and/or are vaccinated but are unable to mount an immune response.
• All applications require supporting documentation that must be submitted at the time of application.

Eligibility

All applications will require up-to-date, supporting documentation and will be reviewed on a case-by-case basis consistent with the law.

If you would like to request such an accommodation, please use the Self-Service Online Leave Application System.