

COVID-19 Vaccine FAQ's

- Are State of Kansas employees required to be vaccinated?
 - **Answer** – No. State of Kansas employees will be provided the opportunity to be vaccinated during the appropriate Phase of the of the Vaccine Prioritization Schedule at the link below, but employees are not required to be vaccinated if they choose not to. <https://www.kansasvaccine.gov/DocumentCenter/View/121/Vaccine-Prioritization-Slides-PDF>
- Are State of Kansas employees all in a particular Phase?
 - **Answer** – No. State of Kansas employees fall into multiple Phases, based on their duties as well as the type of environment in which they work. For example, State of Kansas employees identified as healthcare workers have actually already been vaccinated as part of Phase 1. A larger group of employees fall within the parameters of Phase 2, but those employees must have been specifically identified by their agencies based on the type of work that they do in order to be in Phase 2. All other State of Kansas employees who are not in Phases 1 or 2 are considered to be in Phase3.
- Will the State of Kansas be tracking which employees are vaccinated and which decline the opportunity?
 - **Answer** – No. Other than for the purposes of scheduling the vaccinations, agencies will maintain no records of which employees are vaccinated and which are not.
- If I choose to be vaccinated, will I be required to use my own leave?
 - **Answer** – No. Non-exempt employees should record time spent receiving the vaccination, including any travel to and from their workstation, any time spent waiting to be vaccinated at the vaccination location, as well as the observation period following the vaccination, as administrative leave. Exempt employees should record their time as regular unless the total time spent receiving the vaccination exceeds a half day, in which case they should record their time as administrative leave.
- When will the vaccination of State of Kansas employees start?
 - **Answer** – The vaccination of Phase 2 employees is already underway. Because of the number of employees eligible for vaccination and the limited number of doses available, this process will take several weeks.
- If I choose to be vaccinated, how will I know when and where I am supposed to go?
 - **Answer** – KDHE will notify each agency of when its employees will have opportunities to be vaccinated approximately a week ahead of time. Once your agency receives that notification, staff from your agency will notify you of the opportunity and provide you with the necessary information to schedule your vaccination.
- If I choose to be vaccinated, will there be an out-of-pocket cost or an impact on my insurance?
 - **Answer** – No. The vaccination will be provided at no cost.

- Who will be administering the vaccinations?
 - **Answer** – KDHE staff will administer the vaccinations to employees in Shawnee County. Employees in other parts of the state will receive their vaccines from their local/county health departments.

Agencies also have the option to schedule employees who are within 30-45 minutes of Topeka for vaccinations by KDHE staff in Topeka if the agency would prefer and the employee is willing to travel.
- If I am to be vaccinated by my local/county health department, do I have to provide them with any proof that I am eligible to be vaccinated during Phase 2?
 - **Answer** – Yes. Your agency will provide you with a letter stating that you have been authorized to be vaccinated in Phase 2 that you will need to take with you when you go to be vaccinated. You may also have to provide identification or other information to the local/county health officials, but that letter is all that you will need to provide to establish your eligibility as a State employee to be vaccinated.
- If I am to be vaccinated by my local/county health department, am I guaranteed to be vaccinated at this time?
 - **Answer** – No. State of Kansas employees will be subject to whatever vaccine prioritization that individual counties have put in place for the county. For example, if a county has determined that individuals age 65 and above will receive first priority during Phase 2, State of Kansas employees seeking to be vaccinated in that county will not have the opportunity to be vaccinated until the county vaccinated all individuals age 65 and above who choose to be vaccinated. These priorities may vary from county to county.
- If I get sick or have side effects after being vaccinated and am unable to work, will I be required to use my own leave?
 - **Answer** – No. Employees will receive administrative leave for this time as well.
- If I choose to be vaccinated and develop COVID-like symptoms, will I still be required to quarantine?
 - **Answer** – Yes. Agencies will continue to follow all applicable quarantine and testing protocols for all employees at this time. As more State of Kansas employees are fully vaccinated, exposure and quarantine policies will be updated accordingly.
- If I choose not to be vaccinated and am subsequently required to quarantine and am unable to work remotely, will I be required to use my own leave?
 - **Answer** – No. All employees who are required to quarantine as a result of COVID-19 will continue to receive paid leave and will not be required to use their own leave while doing so.

- If I am notified of my opportunity to be vaccinated, can I make arrangements for my spouse and/or children to be vaccinated at this time as well?
 - **Answer** – No. The Phase 2 vaccinations provided by KDHE as part of this process are for State of Kansas employees only.
- Do agencies have the option to add more employees to their list of Phase 2 employees at this time?
 - **Answer** – No. KDHE’s vaccination schedule was prepared in accordance with information provided by agencies several weeks ago and based on the limited number of doses available.