



COVID-19 Mandatory Vaccine Reporting Declination Form

City of Newport News employees may choose to remain unvaccinated or decline disclosure of their vaccination status in accordance with the COVID-19 Mandatory Vaccine Reporting Requirements Policy upon completion of this form **on or before September 1, 2021**.

Employees who elect to decline the vaccination or wish not to disclose their vaccination status must undergo weekly COVID-19 testing and submit weekly test results to the Department of Human Resources COVID Care Team. **Employees who later decide to receive the vaccination or who later wish to disclose their status may withdraw this Declination upon submitting documented proof of a COVID-19 vaccination to the COVID Care Team.**

By printing your name below you acknowledge the following:

I understand by declining to get the COVID-19 vaccine or to disclose my vaccination status, I must undergo weekly COVID-19 testing and disclose those weekly results to the Department of Human Resources COVID Care Team. The City of Newport News will compensate me for up to one hour of pay for time spent receiving weekly COVID-19 testing when such testing occurs during my normal working hours.

I understand that I am required to submit a declination form no later than Wednesday, September 1, 2021. I also understand that weekly submissions of my COVID-19 test results are tentatively scheduled to begin on September 3, 2021.

I understand that subsequent weekly results must be submitted by noon every Friday.

I understand that employees on approved telework schedules are also required to comply with the City's COVID-19 Mandatory Vaccine Reporting Requirements Policy.

I understand that I have the right to ask questions about this policy. I further understand that any violation of this reporting requirement will subject me to disciplinary action in accordance to the city's Standard of Conduct policy.

Employee's Name:

Department:

EIN#:

Date: