



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

To: **Employees**

From: **Jessica S. Cuches, Esq.** 
Executive Director of Human Resources

Subject: **Employee COVID Vaccination Attestation**

Date: October 22, 2021

Instructions:

Copies to: AEL
 AFSCME
 SAAAAC
 TAAAC

In anticipation of the Occupational Safety and Health Administration (OSHA’s) emergency temporary standard for employers with 100 or more employees, all AACPS employees are required to be fully vaccinated against COVID-19 or be tested weekly for COVID-19. “Fully vaccinated” is defined as two (2) or more weeks after the final dose in the primary vaccine schedule. Primary schedules are: Pfizer – two (2) doses; Moderna – two (2) doses; J&J Janssen – one (1) dose.

Booster shots do not factor into whether an employee is “fully vaccinated.”

To meet this Federal requirement, a [secure site](#) has been developed for employees to make their COVID-19 Vaccination Attestation **on or before November 1, 2021**. You can change your response at any time.

Step 1: Employees should read the site carefully and then select one of two options.

1. I am Fully Vaccinated from COVID-19 or
2. I am not Fully Vaccinated against COVID-19 or I do not wish to share my vaccination status with AACPS. I understand this means I will be required to be tested weekly for COVID-19.

Step 2: Employees must click the box at the bottom sentence, which is your digital signature. “By clicking this box, I attest that the above information is true.” To attest means that you are verifying or agreeing that you made a truthful selection above.

Step 3: Employees must click the link to read the Privacy Statement. This will open in a new web browser window.

Step 4: Employees should click UPDATE to submit.

Employees who do not log into the site to provide an attestation will be included in weekly testing. More information on weekly testing will be provided closer to November 22, 2021.

Employees should not need to upload or provide their vaccination documentation at this time. Employees will be expected to provide an answer that is true and accurate to the best of their knowledge, information, and belief. Any misrepresentation or omission of facts that is inconsistent with the standards set for AACPS employees as established in the Employee Ethical Conduct section of the AACPS Employee Handbook and may result in disciplinary action up to and including termination of employment with AACPS. [More information](#) about this initiative is available and will continue to be updated on the intranet.

Questions can be sent to CovidVax2@aacps.org.

JC/kro

Attachment –Employee COVID-19 Vaccination Attestation Statement of Privacy

Privacy Guidelines for Anne Arundel County Public Schools Employee COVID-19 Vaccination Attestation Statement of Privacy

Protecting your private information is our priority. This Statement of Privacy applies to the Anne Arundel County Public Schools (AACPS) Employee COVID-19 Vaccination Attestation system (ECVA) and governs data collection and usage. For the purposes of this Statement of Privacy, unless otherwise noted, all references to the ECVA include the ECVA website and email or SMS messages you may send to us or receive from us through Microsoft Outlook, ECVA, or any secure web forms we may use to collect data from you, and any physical mail you may send to or receive from us (“Services”). The data that is collected may be considered protected health information (PHI) or personally identifiable information (PII). This data is protected by federal and state privacy laws and/or regulations, including the federal Health Insurance Portability and Accountability Act (HIPAA), 42 U.S.C. §§ 1320d et seq., and the implementing regulations at 45 C.F.R. Parts 160 and 165, the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99 and COMAR 13A.08.02.01 et seq. By using the system or services described herein, you consent to the data practices described in this statement.

Why, When, and How We Collect Your Data

In an effort to safeguard the health of AACPS employees and their families, students, visitors, and the community at large from COVID-19, and in accordance with the Occupational Safety and Health Administration’s (OSHA’s) emergency temporary standard for employers with 100 or more employees, Anne Arundel County Public Schools is required to collect data regarding all Employee’s Vaccination Status.

Employees will be given access to a secure site where they can provide an initial response to their COVID-19 vaccination status. If that status were to change, the employee can access that site at any time and provide updated information.

What Data We Store

Employee COVID-19 Vaccination Attestation data is stored so that information can be provided to our COVID-19 testing provider on a weekly basis. Data may also be received from our testing provider related to scheduling and testing. Positive test results may be forwarded to the Contact Tracing Program, which has a separate Statement of Privacy.

How Long We Keep Your Data

To comply with legal obligations, state and federal law, and enforced agreements, data will be stored for as long as needed. Data will not be retained longer than legally allowable or necessary to provide the Services.

How We Protect Your Data

Physical, electronic, and managerial procedures have been implemented to protect employee data. Encrypted Data is stored in a secure environment and is transmitted to or from our websites and mobile applications, once you have logged in, using Transport Layer Security (TLS). TLS is also used for transmissions between AACPS and our partners and may also apply additional layers of

passive and active security to further limit the potential for unlawful accessing of data we collect, store, send, or receive. We also encrypt sensitive data when at rest.

While every precaution is taken to prevent your data from being unlawfully accessed, there is no guarantee that communications will never be unlawfully intercepted or that your data will never be unlawfully accessed by third parties.

What Data We Share

Only the minimum data required for the Services to be delivered and to meet federal guidelines will be shared. In many cases, this does not require sharing personally identifiable data at all. In other cases, personally identifiable data (like your phone number) may be required to deliver the Services to you. Data provided to AACPS partners becomes protected by their privacy and data policies.

Limitations on Privacy

Subject to applicable local law, we, our affiliates or Third-Party Service Providers may disclose your data without your permission (i) pursuant to judicial or other government subpoenas, warrants, or orders or otherwise to comply with law; (ii) where an individual's rights, safety, or security is at risk; (iii) if it is found that your actions violate any of our legal rights; or (iv) where otherwise required or permitted by applicable law (which may include a lawful access request by U.S. or foreign courts, governments, or law enforcement agencies).

Your Consent

The Employee COVID-19 Vaccination Attestation is written in a system that utilizes your AACPS username and password. Subject to applicable law, by using this system, you accept the terms of this Statement of Privacy and consent to the data collection, use, and sharing described herein. Where necessary under applicable law, you may be requested to provide your consent by other means such as by asking you to reply to an SMS, click on a button or to change a setting.

Changes to our Statement of Privacy

AACPS reserves the right to change our Statement of Privacy as business needs require. If changes to this Statement of Privacy occur, such changes will be posted prior to the time they take effect. If material changes are made to the utilization of personal data, affected users will be notified.

Questions and Support

AACPS remains committed to protecting your privacy and personal data. Please email questions to COVIDVax2@aacps.org.