

## *Announcement from the Chief of Human Resources*

Dear CSN Family,

As a reminder, the following information about the Governor's memo dated Friday, July 30, 2021, and titled [Nevada State Employee COVID-19 Masking and Testing Policy](#), explains the process to prepare for implementation of COVID-19 testing requirements at the College of Southern Nevada (CSN). The first step in implementing the governor's memo is ensuring that CSN employee vaccination records are complete. COVID testing will not be required this week as we continue to develop testing processes. When testing protocols have been finalized, all employees will receive these instructions from Human Resources.

### **Background on Vaccine Data**

NSHE has collected vaccine information from the Department of Health and Human Services' vaccine tracking system (WebIZ) to identify employees who are fully vaccinated. All other employees will be required to test weekly per the new policy unless they provide proof of vaccination (instructions below). Employee rosters were combined with WebIZ and matched based on name. Data from WebIZ was provided for anyone with a completed vaccine (2 dose Moderna/Pfizer and 1 dose J&J) plus the CDC recommended 14-day waiting period from final vaccination date. New data is loaded into Workday weekly, approximately each Tuesday. Due to the limits of the matching process, there will be individuals that have WebIZ data but were not matched to an employee record. Similarly, employees who were vaccinated out of state will need to provide that documentation to be entered manually.

Once you are fully vaccinated, you may discontinue weekly testing by providing the necessary proof stated above to HR. According to [The Centers for Disease Control and Prevention \(CDC\) guidelines](#), individuals are considered fully vaccinated:

- Two weeks after their second dose in a two-dose series, such as the Pfizer or Moderna vaccines, or

- Two weeks after the one-dose Johnson & Johnson Janssen vaccine.

**Verify your vaccine status in Workday to ensure you will not be required to test weekly:**

1. In [Workday](#), navigate to your Profile (click on your picture or the cloud in the upper right corner).
2. Select the Overview button on the left.
3. Click on Additional Data.
4. Scroll to view COVID-19 Vaccination data.

A blank Source of Data and Verification or Final Vaccine Date indicates one of the following:

Your record was not transferred from WebIZ due to one of the following reasons:

- a. This could be because you have not been vaccinated. If this is the case, you will be required to participate in weekly testing when it begins.
- b. You were vaccinated in Nevada but your vaccine record was not transferred from WebIZ.
- c. You were not vaccinated in Nevada.

### **Updating Vaccine Data:**

If you were vaccinated in Nevada, check your WebIZ record. If your legal name or other data on the WebIZ record is not correct, please follow the “Updating WebIZ Data” instructions below. Please print out your WebIZ record or present your vaccine card to Daniel Gutierrez at [Daniel.Gutierrez2@csn.edu](mailto:Daniel.Gutierrez2@csn.edu). If you were fully vaccinated in a state other than Nevada, please show proof of vaccination to Daniel Gutierrez. Proof of vaccination includes:

- Vaccination card(s) in your name marking two doses of the Pfizer or Moderna vaccines, or one dose of Johnson & Johnson Janssen vaccine

OR

- Written confirmation, such as an email or printout of a vaccine record, from the agency

The Final Vaccine Date will be loaded into Workday by Human Resources.

All vaccine information will be used solely by Human Resources to apply testing requirements.

Vaccination information is confidential and will only be shared as needed to inform supervisors of testing requirements.

### **Updating WebIZ Data:**

All employees can log in to [WebIZ](#) to check their data. A typo on the data entered at the time of vaccination will interfere with matching the record to your employee record. WebIZ encourages all Nevadans to update the accuracy of their records. Call and email volumes are high right now but employees may contact the WebIZ helpdesk: [izit@health.nv.gov](mailto:izit@health.nv.gov) or telephone WebIZ at 800-401-0946 to update or correct data.

### **Updating Vaccine Data in Workday**

If you have been fully vaccinated outside of Nevada or have been unsuccessful in updating your record with WebIZ, please present your vaccine record to the designated official in Human Resources, Daniel Gutierrez. This process will commence **after** Thursday, September 2 in order that all employees have time to verify their vaccination record in Workday.

### **Proof of vaccination includes:**

- Vaccination card(s) in your name marking two doses of the Pfizer or Moderna vaccines, or one dose of Johnson & Johnson Janssen vaccine; or
- Written confirmation, such as an email or printout of a vaccine record, from the agency administering the vaccine.

The Final Vaccine Date will be sent to Human Resources and be loaded into Workday. You are considered fully vaccinated two weeks after this date.

This information will be used solely and confidentially by Human Resources to determine which employees will be required to test weekly. Vaccination information is confidential and will only be shared as needed to inform supervisors of testing requirements. The deadline for employees to provide proof of vaccinations is **September 10, 2021**.

Thank you for doing your part to update vaccine records and keep the campus safe. If you have any questions, please contact Human Resources at [HRCustomerservice@csn.edu](mailto:HRCustomerservice@csn.edu) or Daniel Gutierrez at [Daniel.Gutierrez2@csn.edu](mailto:Daniel.Gutierrez2@csn.edu).

Respectfully,

Bill Dial, PhD, SHRM-CP, PHR

Chief Human Resources Officer