



**Department of  
Civil Service**

**COVID-19 Vaccination/Testing  
Policy at Employee Health  
Service Locations**

## **New York State Department of Civil Service COVID-19 Vaccination/Testing Policy at Employee Health Service Locations**

The Department of Civil Service takes the health and safety of our Employee Health Service employees and clients seriously. Toward that goal, and in consideration of guidance released by the State of New York, the U.S. Centers for Disease Control and Prevention, and a variety of public health authorities and professional organizations, until further notice, the Department of Civil Service is implementing a **mandatory** COVID-19 vaccination/testing policy at Employee Health Service locations.

If you have any questions about the COVID-19 vaccination/testing policy at Employee Health Service locations, please contact the Department of Civil Service at (518) 233-3100.

### **COVID-19 VACCINATION/TESTING POLICY**

Effective February 1, 2022 and until further notice, all clients who are scheduled for an evaluation at Employee Health Service locations are required to provide evidence of receiving the full COVID-19 vaccination series **OR** evidence of a negative polymerase chain reaction (PCR) COVID-19 test result from a test taken within the preceding seven (7) days of the scheduled evaluation **OR** proof of appropriate isolation if recently tested positive for COVID-19.

Clients will be required to wear an appropriate face covering/mask while present at the evaluation, regardless of vaccination status. Clients will also be screened for COVID-19 symptoms during the evaluation check-in and should **not** appear at the Employee Health Service location if you are exhibiting **any** COVID-19 symptoms.

**Clients who fail to meet these COVID-19 vaccination/testing requirements will not be seen for their evaluation. Clients will be directed to work with the appointing authority to reschedule the evaluation when they can meet the requirements.**

### **APPLIES TO**

This mandatory COVID-19 vaccination/testing policy applies to all clients scheduled at Employee Health Service locations for the following evaluations:

- Pre-employment evaluations
- Return to Work evaluations
- Occupational Health evaluations
- Agency Referral evaluations
- Vaccination appointments (i.e., rabies titers)

Clients may be scheduled for an evaluation at the below Employee Health Service locations:

- Shirley A. Chisholm State Office Building, 55 Hanson Place – 2<sup>nd</sup> Floor, Brooklyn, NY 11217
- Walter J. Mahoney State Office Building Basement, 65 Court Street, Buffalo, NY 14202
- 55 Mohawk Street, Suite 201, Cohoes, NY 12047
- Perry B. Duryea State Office Building, 250 Veteran’s Memorial Highway, 3<sup>rd</sup> Floor, Room 3A9, Hauppauge, NY 11788
- Senator Hughes State Office Building – 4<sup>th</sup> Floor, Room 441, 333 East Washington Street, Syracuse, NY 13202
- Utica State Office Building, 5<sup>th</sup> Floor, Room 507, Utica, NY 13501

This policy does not apply to clients who are scheduled for evaluations at our partner vendors, WellNow and IMA, **or** for walk-in clients at EHS Nursing Stations.

## **DEFINITIONS**

- **COVID-19:** COVID-19 is a respiratory disease caused by SARS-CoV-2, a new coronavirus discovered in 2019. The virus is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- **Fully Vaccinated:** Individuals are considered fully vaccinated when they have received the second dose of a 2-dose Pfizer or Moderna vaccination series or the single dose of the Johnson & Johnson vaccination no later than two (2) weeks before the scheduled date of their examination.
- **Partially Vaccinated:** Individuals are considered partially vaccinated if they have not received their second dose of a 2-dose Pfizer or Moderna vaccination series or the single dose of the Johnson & Johnson vaccination at least two (2) weeks prior to the scheduled date of their examination.
- **PCR Test:** The polymerase chain reaction (PCR) test, also called a molecular test, can detect an active coronavirus infection by identifying the viral genetic material of COVID-19.

## **PROOF OF COVID-19 VACCINATION, TESTING, OR ISOLATION**

If you are scheduled for an evaluation at an Employee Health Service location, you must bring evidence, **on the day of your evaluation**, that you have been fully vaccinated for COVID-19 OR have tested negative for COVID-19 OR have appropriately isolated if recently tested positive for COVID-19. Your evidence will be reviewed prior to your evaluation at the time of check-in.

**You have three options:**

- 1. You can provide proof that you are fully vaccinated for COVID-19 by the date of your evaluation.**

**Acceptable** proofs of COVID-19 vaccination include:

- [NYS Excelsior Pass/Excelsior Pass Plus](#) digital platforms;
  - U.S. Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Record Card;
  - New York Statewide Immunization Information System (NYSSIS)/New York State Citywide Immunization Registry (NYCIR) record; or
  - Copy of an electronic medical record from your medical provider
- 2. You can provide proof of a negative PCR test for COVID-19 taken within the preceding seven (7) days of your scheduled evaluation.** Antigen tests will not be accepted.
  - 3. If you are not vaccinated or partially vaccinated and have tested positive for COVID-19 in the 90 days prior to your scheduled evaluation, you may show proof of:**
    - **Order for Isolation Issued by a Public Health Officer OR**
    - **Completed New York State Affirmation of Isolation Form:**  
[https://coronavirus.health.ny.gov/system/files/documents/2022/01/affirmation\\_of\\_isolation\\_011222.pdf](https://coronavirus.health.ny.gov/system/files/documents/2022/01/affirmation_of_isolation_011222.pdf)

Testing for COVID-19 is widely available throughout New York State. Individuals who have questions about COVID-19 testing should call the New York State COVID-19 Hotline at 1-888-364-3065 or visit the [NYSDOH website](#).



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Visit the New York State  
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