

State Agency Employee FAQ's for Vaccinate Virginia

1) Who is eligible to participate in the Vaccinate Virginia Effort?

- All non-essential, full-time, Executive Branch state agency employees. For more information, refer to the Adjunct Emergency Workforce (AEW) FAQ's

2) What is the process for registering for the Adjunct Emergency Workforce (AEW)?

- Refer to the attached Adjunct Emergency Workforce (AEW) FAQ's

3) What are the locations of the Community Vaccination Centers (CVCs)?

- While physical addresses have not yet been determined (as of 3/4/2021), there will be sites located throughout the Commonwealth. Eligible employees should choose the geographic region that they are available to support within the Adjunct Emergency Workforce (AEW). Once a position need has been identified at a site, employees who signed up with the ability to fill the need in that particular area will be contacted.

4) What is the minimum time commitment?

- Minimum commitment will be 2 weeks. However, this effort will stretch several months (4 or more), so employees that are able to assist longer than 2 weeks will be greatly appreciated.

5) Can I designate which weeks I can work? Will they be consecutive? Does it include weekends?

- Our intent is to remain as flexible as possible when working with employees on their schedule. This will likely be a long-term effort and we anticipate needing assistance through the fall. The 2-week minimum will not need to be consecutive, but to simplify scheduling we will require 2 full 5-day shifts (12 hours per shift). It may require working on Saturday and Sunday, but will be 5 days per week, not 7.

6) Will the employee receive a vaccination?

- VEST Leadership has expressed that all employees willing to assist with this effort will receive the vaccination. They will receive their first shot (for two shot vaccines) at their first working shift. They will be scheduled to get their second shot at the same location, regardless of whether they are still working or not.

7) What are the roles to be filled?

- See attached for the roles that will be open to State Agency employees in the Adjunct Emergency Workforce (AEW). Employees with specialized skills matching the AEW role descriptions are encouraged to sign up.

8) Can I designate which VEST role I am willing to work? (i.e., may a PR or IT employee serve as a greeter?)

- Yes, when an employee registers in AEW, they will see the available positions, as well as the description for each position. They will then be able to choose which fits them best based on their knowledge, skills, and abilities.

- 9) Are any roles for which staffing is sought for the vaccination efforts able to be completed in a virtual environment? If so, which roles?**
- There will be opportunities for virtual positions on some of the Data Entry Teams. However, these positions will be available first to employees that are able to dedicate more than 2 weeks to the effort, as they will require more training on the PrepMod system. All other positions will require physical presence at the Community Vaccination Centers.
- 10) Can I coordinate my volunteer schedule so that it doesn't overlap with another co-worker who does the same job as me so that my agency's responsibilities continue to be met?**
- We will work with everybody that signs up to coordinate the needs of the entire effort while considering each agencies priorities and staffing needs as well.
- 11) Will I be required to work 12 hours per day? Can I work 8 hours? Partial days?**
- In most cases, scheduled shifts will be 12-hours.
- 12) How will employees be scheduled and assigned to vaccination sites?**
- Once an employee signs up, a VEST representative will reach out to confirm the employee's availability. Prior to the site assignment, the VEST representative will reach out again to let the employee know that a position has opened and confirm whether they are still available.
- 13) If I am assigned to work a clinic outside of my hometown/region, can I get the shots before going out of town? I don't want to be away from home in case I experience side effects.**
- We are going to do our best to keep employees within a reasonable distance of their residence.
- 14) Who will be supervising the employee?**
- Once the employee is assigned to a site, they will be connected to the Site Manager who will then notify them as to who will be supervising them for their scheduled time. This will be position dependent.
- 15) Is reimbursement guaranteed?**
- No, reimbursement is not guaranteed. However, state agencies can apply for potential reimbursement under the Public Assistance Program through FEMA. According to the COVID-19 FEMA guidelines, work performed at facilities, such as vaccination centers, is eligible for reimbursement. All potential applicants must follow the guidelines outlined in the Public Assistance Program and Policy Guide (PAPPG) and apply to FEMA directly for potential reimbursement. Applicants are also encouraged to check with their state agency internal finance department to see what other options may be available to fund the AEWf participation. See FEMA PAPPG: https://www.fema.gov/sites/default/files/2020-06/fema_public-assistance-program-and-policy-guide_v4_6-1-2020.pdf.

16) If I work more than 40 hours per week, will I receive overtime pay or comp time?

- This is dependent on each State Agency's overtime policy. The employee will be paid (and agency reimbursed) for the hours in the policy, the individual's home agency has in place.

17) What paperwork needs to be filed to be reimbursed for staff time expenses?

- Documentation showing employees daily job responsibilities, hours and locations worked for each day
- Documentation showing employees temporary assigned responsibilities (to be provided by VEST State Agency Staffing Coordinator)
- Proof that employee was paid by their state agency
- Copy of each State Agency's Pay Policy

18) Will the employee receive travel reimbursement, lodging, and stipend for food?

- This is dependent on the individual's agency travel reimbursement policy. If it is written in the employee's agency travel policy, then yes. The employee should submit travel reimbursement through their agency in accordance with the Commonwealth Accounting Policies and Procedures (CAPP) manual along with the proper documentation. See CAPP manual:
https://www.doa.virginia.gov/reference/CAPP/CAPP_Summary_Cardinal.shtml

19) Is it possible for my agency to apply to get funding up front from FEMA? This would be due to not having the budget appropriations for the agency workforce that are federally funded, non-exempt or wage that they do not have state funds budget to pay up front?

- Yes, eligible applicants can apply for funding up front from FEMA. If approved, FEMA may obligate 50% of the funds, but you could request the additional 50% before the original 50% is expended. See FEMA PAPPG
https://www.fema.gov/sites/default/files/2020-06/fema_public-assistance-program-and-policy-guide_v4_6-1-2020.pdf.

20) What are the training requirements?

- Training requirements will be dependent on the position the employee is able to fill. There will be a mix of online and in-person JIT training prior to starting.

21) I am not comfortable being around groups of people or I am the sole care provider for my child, therefore I have been teleworking. Can I opt not to participate?

- Yes! This is currently voluntary for employees.

22) What type of protective equipment will be provided?

- All appropriate PPE (masks, gowns, gloves, face shields) will be provided at the vaccination sites.

23) Will I be required to stand all day long?

- This will be dependent on the position chosen; however, all positions will have break periods offered.

24) What if I sign up to volunteer, but my situation changes and I am no longer available to volunteer when my time is scheduled?

- We understand that circumstances can change. Once an employee signs up, a representative from the VEST will reach out to confirm the employee's availability. Prior to the site assignment, the representative will reach out again to let the employee know that a position has opened and confirm whether they are still available. You may let them know about any conflicts at that time.

25) How will I enter my volunteer time onto my timesheet? Who will approve the number of hours I work as a volunteer?

- Timekeeping will be done in the same way that daily work hours are entered. Some agencies may choose to create a project in their payroll system to help pull reports showing the employee's time for this effort separately, which will make it easier to run reports for reimbursement.

26) Employees who serve in the AEW are compensated as if they are at work, correct?

- Correct. Employees should be compensated in accordance with their agency's policies.

27) I currently work at vaccination clinics as an MRC volunteer. Will this COVID-related AEW response be working through the MRC?

- No. This is an additional pool of volunteers to offer at these sites separate from the Medical Reserve Corps (MRC) volunteers.

28) Who will be my agencies Point of Contact?

- As outlined in Executive Order (EO) 41, all Executive Branch State Agencies are to appoint a VEST Liaison Officer (VLO). One of the responsibilities of the VLO is to have 'oversight of disaster related costs. The VLO is the primary reach for the VEST including the Recovery Section and should be involved in this process if they are not the direct POC.