

## FAQs for vaccine mandate for State Volunteers

\* indicates new question/information added

### 1. Does Executive Order 21-29 (EO) apply to Volunteers?

Yes. [EO 21-29](#) applies to “Workers,” in addition to state employees. “Worker” is defined to include individuals who provide goods or perform services *whether compensated or not in person and on-site at an [Executive Branch worksite](#)*, regardless of frequency or whether other persons are present. Volunteers are workers, as defined in the EO, and so the EO does apply to them if they are volunteering in person at an Executive Branch worksite.

### 2. Who qualifies as a volunteer covered by the EO?

A volunteer is a person who isn’t an employee but who provides goods or services to the Executive Branch in person and on site at an Executive Branch worksite, for no compensation, through a formal or informal agreement. The EO does not apply to members of a state board, commission, or council.

### 3. What qualifies as an “Executive Branch worksite”?

Any indoor premises controlled or operated by an Executive Branch agency, where a Worker performs services in person for longer than 15 minutes (“close contact” as defined by the CDC). Consequently, in most cases, persons making deliveries or pick-ups to Executive Branch worksites are not considered Workers. For leased spaces including multi-tenant environments, this includes only the spaces and services under the control of the agency, it excludes landlord provided services and doesn’t include common areas or other areas not within the control of the agency.

### 4. Does the EO apply to Volunteers performing services private homes?

No, private homes are not considered Executive Branch worksites.

### 5. What’s the due date for Volunteers to provide proof they are fully vaccinated?

On or before October 18, 2021.

### 6. What documentation are Volunteers required to submit as proof they are fully vaccinated?

Proof of being fully vaccinated is documentation provided by a tribal, federal, state or local government or a health care provider that includes an individual’s name, date of birth, type of COVID-19 vaccination given, date or dates given, depending on whether it is a one-dose or two-dose vaccine and the name/location of the health care provider or site where the vaccine was administered.

### 7. Can volunteers submit a self-attestation that they are fully vaccinated?

No, they must submit their documentation of being fully vaccinated.

### 8. Can Volunteers submit a request for a medical exception?

Yes, volunteers may provide the information requested on the “Medical Provider Form - Medical Exception from COVID-19 Vaccination” and submit it to the agency. They may also upload the completed form while creating the medical exception request in Workday.

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### 9. Can Volunteers submit a request for an exception for sincerely held religious beliefs?

Yes, although no documentation is required to request an exception for a sincerely held religious belief, volunteers are required to provide information asked for in the exception request process in Workday.

### 10. Is the exception process for Volunteers the same as employees?

Yes, the process is the same.

### 11. Can non-HR staff (i.e. volunteer coordinators or managers) verify proof of vaccination or engage in the exception process?

Yes, volunteer coordinators or managers may verify proof of vaccination or engage in the exception process for volunteers provided they have been trained by HR professionals. However, volunteer coordinators or managers may not deny an exception request without consulting with their agency's HR professionals and DAS CHRO.

### 12. How do volunteers who began after August 24, 2021 complete the policy acknowledgement and upload their vaccination cards in Workday?

Agencies may do a manual verification or exception process (the exceptions process can be documented in Workday once the volunteer begins).

### 13. Can an agency decide not to use volunteers anymore?

Yes, unless the agency is *required* by rule or statute to provide volunteer opportunities. If not required by rule or statute, agencies may decide to discontinue using volunteers.

### 14. Are volunteers required to use Workday to complete the proof of vaccination process or exception request process in Workday?

Yes.

### 15. What if a Volunteer refuses to submit the required documentation?

Volunteers who do not submit proof of vaccination or have not requested an exception on or before October 18, 2021 are not allowed to volunteer after October 18, 2021.

### 16. Will DAS be updating the state agency volunteer waiver document to include language about the vaccination mandate?

DAS Risk will be updating the waiver.

### 17. Will the mandatory vaccination apply to those volunteers who only work remotely? (e.g.: graphic designer for the TFC)

No, the EO exempts volunteers that never work in person and on site at an Executive Branch worksite.

### 18. Where can I send additional questions?

Please email additional questions to [CHRO.policy@oregon.gov](mailto:CHRO.policy@oregon.gov).