

## Miranda, Ricardo

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**From:** Office of Administration  
**Sent:** Wednesday, September 8, 2021 2:48 PM  
**Subject:** UPDATE - Vaccine Attestation Process for Employees  
**Attachments:** Vaccine Attestation Process in HR Connect 9.8.21 (Updated).pdf

**Importance:** High

Greetings,

This email serves as an update to the Vaccine Attestation Process previously sent. To clarify, if you are selecting “fully vaccinated” or “partially vaccinated”, you **are required** to include the date of the last vaccination; only the *type of vaccine* is optional. We apologize for this error and any inconvenience this may have caused.

Also, we have received a number of questions concerning booster shots. At this time, the guidance that HUD has received from the Safer Federal Workforce Task Force does not include booster shots. We will provide updated guidance as we receive it. For the purpose of this attestation process (included in the updated attached document), please include the last vaccination date of your second dose in a two-dose series for Pfizer BioNTech or Moderna, or single-dose vaccine for Johnson & Johnson.

Thank you.

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**From:** Office of Administration <OfficeofAdministration@hud.gov>  
**Sent:** Wednesday, September 8, 2021 1:10 PM  
**Subject:** Vaccine Attestation Process for Employees  
**Importance:** High

# OFFICE OF ADMINISTRATION



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Consistent with guidance from the Centers for Disease Control and Prevention (CDC) and the [Safer Federal Workforce Task Force](#), the Department is implementing safety protocols for fully vaccinated people and not fully vaccinated people, respectively. These protocols establish varying requirements depending on vaccination status, and thus the Department must ascertain the vaccination status of every individual (employees, contractors, and visitors) who enters a department facility.

All the Department’s employees, on-site contractors, and visitors will be asked to attest to their vaccination status via standard Certification of Vaccination forms approved for this purpose. The certification allows you to indicate whether you (1) are fully vaccinated, (2) partially vaccinated—received one dose with a two-dose vaccine, (3) are not fully vaccinated, or (4) decline to respond. Separate guidance will be provided regarding the process for vaccination attestation for contractors and visitors. Pursuant to this policy, we are asking employees to complete a certification attesting to their vaccination status via HR Connect.

We are requesting that employees complete the attestation process **no later than close of business Friday, September 17th**. If you need assistance completing the attestation process or have any questions, please feel free to send an email to [officeofadministration@hud.gov](mailto:officeofadministration@hud.gov). Please see the attached document for instructions on how to complete the vaccine attestation in HR Connect.

As the Deputy Secretary stated earlier, the Department will remain in maximum telework status through late Fall. We will provide as much notice as possible prior to any operational status change, but no less than at least 30 days advance notice.

Thank you in advance for your support in implementing safety protocols for the Department.

[Safer Federal Workforce Task Force FAQs](#)