

Frequently Asked Questions IRS COVID-19 Vaccination Status Update in HRConnect

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Q1. Why is the IRS asking employees about their vaccination status?

- The IRS is committed to protecting the health and safety of its workforce using data and science-based approaches that are appropriately based on the risks each person faces in their job.
- The [January 20, 2021, Executive Order on Protecting the Federal Workforce](#) requires all agencies to adopt precautions recommended by the [Centers for Disease Control and Prevention \(CDC\)](#) and implement a comprehensive COVID-19 Workplace Safety Plan. Consistent with this guidance and the [July 29, 2021, Safer Federal Workforce Task Force COVID-19 Workplace Safety: Agency Model Safety Principles](#), the IRS is establishing safety protocols for fully vaccinated people and not fully vaccinated people, respectively. Effective implementation requires the IRS ask all employees their COVID-19 vaccination status.

Q2. How will the IRS identify employees' vaccination status?

- All IRS employees are required to update HRConnect and indicate their COVID-19 vaccination status or indicate they decline to disclose their status. The IRS will use HRConnect information to identify employee vaccination status to better focus our efforts to provide the safest possible workplace for all employees.
- Employees who report they are unvaccinated, employees who select the HRConnect option “decline to provide vaccination status,” and employees who do not complete the HRConnect vaccination status information will be treated as unvaccinated for the purpose

of IRS safety protocols and must comply with [CDC guidance for not fully vaccinated individuals](#).

- All employees are expected to follow IRS safety protocols applicable to their vaccination status.

Q3. How do employees enter their vaccination status in HRConnect?

- [Step-by-step instructions \(.pdf\)](#) on how to input your vaccination or declination status into [HRConnect](#) are available to assist employees.
- Employees who do not have a government-issued computer should use shared IRS computers, kiosk computers or other IRS computer access available to IRS employees.
- Employees who encounter any problems inputting their HRConnect vaccination status, should contact the Employee Resource Center at 866-743-5748.
- IRS employees will be provided work time to update their status in HRConnect.

Q4. When are employees required to update their vaccination status in HRConnect?

- On August 26, 2021, an [email](#) was issued requiring all employees to update [HRConnect](#) and indicate their COVID-19 vaccination status or indicate they decline to disclose their status. That email included the following timeframes:
 - Employees who report to the office regularly, must indicate their COVID-19 vaccination status or indicate they decline to disclose their status as soon possible, but no later than **Friday, September 3, 2021**.
 - All other employees must indicate their COVID-19 vaccination status or indicate they decline to disclose their status no later than **Friday, September 10, 2021**.
 - The HRConnect vaccination status may be updated at any time to accurately reflect an employee's current vaccination status.

Q5. What should an employee do if their vaccination status changes?

- If an employee's vaccination status changes, they are responsible for updating their vaccination status in HRConnect as soon as possible.
- The HRConnect vaccination status may be updated at any time to accurately reflect an employee's vaccination status.

Q6. Are employees required to report the type of vaccination they received?

- While the HRConnect Vaccination Type field is optional, employees are encouraged to report this information using the drop-down feature. This information will assist with meeting all necessary IRS safety protocols.

Q7. What if I already had COVID-19?

- According to the [CDC FAQs](#), you should be vaccinated regardless of whether you already had COVID-19. This vital piece of our ongoing effort to address employee health and safety under the pandemic is specifically about whether individuals have **received vaccine shots**. Employees should respond accordingly.

Q8. How will IRS use the HRConnect COVID-19 vaccination status information?

- This information will be used to keep our workplace and workforce safe, and to ensure that we continue to meet [CDC](#) requirements for vaccinated/unvaccinated employees. This includes developing workplace safety plans and testing plans required to be reported to the [Safer Federal Workforce Task Force](#).

Q9. Are partially vaccinated employees treated differently than fully vaccinated employees?

- Yes. Until they are fully vaccinated, employees who report they are partially vaccinated are required to comply with [CDC guidance for not fully vaccinated individuals](#) and will be subject to COVID-19 testing plan requirements for not fully vaccinated employees, until they are fully vaccinated.
- The IRS COVID-19 testing plan is still being developed.
- Once fully vaccinated, an employee must report their updated COVID-19 vaccination status in [HRConnect](#).

Q10. Who will have access to IRS employees' HRConnect vaccination status information?

- Access to vaccine status information is limited to agency officials who need it to implement approved health and safety protocols, and the information will be stored separately from employee personnel files. Collection of this data is authorized under OPM/GOVT-10, Employee Medical File System of Records, [75 Fed. Reg. 35099 \(June 21, 2010\)](#), amended [80 Fed. Reg. 74815 \(Nov. 30, 2015\)](#). The IRS will comply with all applicable federal laws, including requirements under the [Privacy Act and the Paperwork Reduction Act](#) and any applicable collective bargaining obligations.

Q11. Will IRS employees be provided work time during their tour of duty to update their status in HRConnect?

- Yes. IRS employees will be provided work time to update their status in HRConnect.

Q12. Will IRS request documentation to verify an employee's vaccination status?

- No. IRS will not request documentation to verify an employee's vaccination status, we are only requesting employees complete their vaccination status in HRConnect.

Q13. Will employees who are not vaccinated due to a medical or religious reason be required to provide their vaccination status in HRConnect?

- Yes. All IRS employees, including employees who are not vaccinated due to medical or religious reasons, are required to update HRConnect and indicate their COVID-19 vaccination status or indicate they decline to disclose their status.