

## U.S. District Court Certification of COVID-19 Vaccination

The purpose of this form is to take steps to prevent the spread of COVID-19 and protect the health and safety of people in judiciary facilities, and those interacting with the judiciary workforce. Judiciary employees, volunteers (including interns and externs), and on-site judiciary contractors must complete this form and submit it by **September 30, 2021**, or before beginning work for the Court. Send completed form to Cherie Chapman, HR Director, according to the instructions on page 2.

### My COVID-19 Vaccination Status

By checking the box below, I declare that the following statement is true:

I am fully vaccinated.<sup>1</sup>

I am not yet fully vaccinated.<sup>2</sup>

I have not been vaccinated.

My decision to decline the vaccination is based on a sincerely held religious belief. Please attach an explanation.

My decision to decline the vaccination is based on the recommendation of a medical professional. Please attach documentation from the medical professional.

My decision to decline the vaccination is not based on a sincerely held religious belief or on the recommendation of a medical professional.

I decline to respond.

I understand that if I decline to respond or am not fully vaccinated, I must comply with the following safety protocols while in any U.S. Courthouse in the District of Oregon:

- Wear a mask regardless of the level of community transmission;
- Maintain a safe physical distance from others; and
- Submit to COVID-19 testing pursuant to the requirements of my agency head or judge.

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<sup>1</sup> The Centers for Disease Control and Prevention considers an individual fully vaccinated:

- 2 weeks after the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

If you do not meet these requirements, regardless of your age, you are **not** fully vaccinated.

<sup>2</sup> Either you have received your first dose of Moderna or Pfizer, and your second appointment is scheduled, or you received your final dose less than two weeks ago.

**Consequence of Failure to Provide Information:** If you fail to provide the requested information, you will be treated as not fully vaccinated for purposes of implementing safety protocols.

I understand that if I am a judiciary employee, volunteer, intern or extern, or contractor making a false statement on this form, I could be subject to an administrative action including an adverse personnel action or removal from a contract. I also understand that my employer may ask for proof of vaccination status.

Your printed name here:

\_\_\_\_\_

Your signature here:

\_\_\_\_\_ Date: \_\_\_\_\_

Employee information collected on this form is a federal record under 44 U.S.C. § 3301 and is covered by the *Guide to Judiciary Policy*, Vol. 10, Ch. 6, [§ 615.40.10](#) (Notification Requirement for Unscheduled Records).

**Confidentiality:** This form and the information it contains will be kept confidential, in accordance with applicable federal laws. The form and the information it contains will only be shared with individuals who have a need to know, will be maintained separate from individual employee personnel files, and will be properly secured to protect the confidentiality of the information. At the discretion of the court unit, this information may be stored electronically with restricted access to safeguard confidentiality.

**Purpose:** This information is being collected and maintained to promote the safety of judiciary buildings and the judiciary workforce consistent with guidance from the CDC.

**Submission:** Please contact HR Director, Cherie Chapman, with questions. Please scan the form and any attachments, and e-mail the document to [hr2@ord.uscourts.gov](mailto:hr2@ord.uscourts.gov), or return the hard copy to:

Cherie Chapman, HR Director  
Clerk's Office, U.S. District Court  
Mark O. Hatfield U.S. Courthouse  
1000 S.W. Third Ave.  
Portland, OR 97204