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**RAYMOND F. SHIELDS, JR.**  
Major General  
The Adjutant General

**S: 8 October 2021**

MNHS

5 October 2021

MEMORANDUM FOR All State Employees and Supervisors of State Employees

SUBJECT: MNHS BULLETIN 2021-03: State Employee COVID-19 Vaccine Proof and Testing

1. Commencing 12 October 2021, all State employees within the Division of Military and Naval Affairs (DMNA), are required to be fully vaccinated for COVID-19 or will be tested for COVID-19 weekly. It is expected by 12 October 2021, all state employees be fully vaccinated for COVID-19 or be subject to weekly testing until fully vaccinated.
2. Individuals are considered fully vaccinated for COVID-19 when at least two (2) weeks have passed after receiving either:
  - a. the second dose in a two-dose series (e.g., Pfizer-BioNTech or Moderna), or
  - b. a single-dose vaccine (e.g., Johnson & Johnson [J&J]/Janssen).
3. The following provides information for state employees regarding how to submit proof of a COVID-19 vaccination:
  - a. The Office of Information Technology Services (ITS) has created a secure employee vaccination and test result submission portal (portal) that allows employees to submit proof of COVID-19 vaccination and employee COVID-19 test results. This portal is accessible at <https://covidsubmit.ny.gov/>. Please see the attached employee handout for instructions on the use of the portal.
  - b. State employees must go immediately to the portal to start the process of providing proof of vaccination. Employees are required to submit information into the portal by **8 October 2021**.
  - c. Please note in order to be fully vaccinated by the 12 October deadline, and not subject to the weekly testing requirement, an employee must have to received a J&J single dose COVID-19 vaccination or the second dose of a two-dose series by **27 September 2021**.
  - d. Employees who become fully vaccinated after this date should enter information into the portal as soon as it is available. The weekly testing requirement will remain in effect until proof the employee is fully vaccinated is uploaded to the portal.

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e. Submission of proof of vaccination through the portal is done either by scanning or uploading an Excelsior Pass/Excelsior Pass Plus QR Code or by uploading a picture of the CDC Vaccination Card. Other acceptable documentation that can be uploaded includes a copy of an individual's New York State Immunization Information System/Citywide Immunization Registry (NYIIS/CIR) record, or a copy of an Electronic Medical Record from a personal care provider.

f. Employees can access the portal from work computers or from personal devices. It is acceptable for employees to use work equipment to scan a copy of a CDC vaccination card (or other acceptable information) and sign up for Excelsior Pass. Overtime is not authorized for employees to complete this process.

g. If an employee does not have access to a computer or mobile device, an employee should notify their supervisor for assistance and/or contact State Human Resources (MNHS) to assist with completing the vaccination proof process.

h. The portal data will be reviewed and managed by MNHS on a regular basis to ensure state employees are submitting the proof of vaccination or have completed the weekly testing requirement

4. For assistance with Excelsior Pass/Excelsior Pass Plus please visit <http://on.ny.gov/epass-help>.

5. For assistance with scheduling a vaccination, please refer employees to <https://covid19vaccine.health.ny.gov>. This site has information on making an appointment at either a State-run vaccination site or other vaccination sites, like pharmacies, near where the employee lives.

6. State employees are eligible for paid leave to get vaccinated during the workday. For information on vaccination paid leave please contact MNHS or review the state bulletin at [https://www.cs.ny.gov/attendance\\_leave/PolBull21-01-a.cfm](https://www.cs.ny.gov/attendance_leave/PolBull21-01-a.cfm).

7. Additional information will follow with information and instructions regarding the weekly testing requirement for unvaccinated state employees.

8. Please note this information is subject to change.

9. For questions about this Bulletin or other state employee COVID-19 related matters, please contact MNHS at 518-786-4830 send an email to Mrs. Laurie Romer [laurie.m.romer.nfg@mail.mil](mailto:laurie.m.romer.nfg@mail.mil) and the undersigned at [marilyn.m.hartley.nfg@mail.mil](mailto:marilyn.m.hartley.nfg@mail.mil).

FOR THE ADJUTANT GENERAL:

Enclosed

MARILYN HARTLEY  
Director, Human Resources  
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