

## Public Records Request #5888

The following materials have been gathered in response to public records request #5888. These materials include:

- Email – *COVID-19 Vaccination Status Requirement for Employees* – August 5, 2021

This information was provided as a response to a public records request on 8/5/21 and is current to that date. There is a possibility of more current information and/or documents related to the stated subject matter.

### Further Information

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For further information about this request or the Citywide Records Program, please contact:

Cheyenne Flotree  
Citywide Records Program Manager  
City of Charlotte/City Clerk's Office  
600 East 4<sup>th</sup> Street, 7<sup>th</sup> Floor  
Charlotte, NC 28202  
Cheyenne.Flotree@charlottenc.gov

Amelia Knight  
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City of Charlotte/City Clerk's Office  
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**From:** [Charlotte Communications & Marketing](#)  
**To:** [Everyone \(City & CMPD\)](#)  
**Subject:** COVID-19 Vaccination Status Requirement for Employees  
**Date:** Thursday, August 5, 2021 12:50:27 PM  
**Attachments:** [image002.jpg](#)

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Email header with hand icon and text Human Resources Communication: Action Required.



Attention employees:

The City of Charlotte cares about the safety and health of all our employees. Public health data shows the delta variant of COVID-19 is creating a surge in COVID-19 cases in our community. We also know that the delta variant is different than past forms of the virus in that it is more easily transmissible. The city believes that the best way to protect our employees and the community we serve is through vaccination, which is why the city is requiring employees to share information about their vaccination status.

Next week a vaccination status form will be available to complete in PeopleSoft, and paper forms will be available as needed. **All employees will be required to complete the vaccination status form ten (10) days after it is made available.** Human Resources will share more information with your department supervisors early next week.

The city considers the vaccination status form to be confidential medical information and therefore not a matter of public record. The city will abide by all applicable laws and regulations related to the confidentiality of such records.

The information is being collected to help us create a baseline data set of vaccination rates amongst employees. Once Human Resources has gathered and reported the total percentage of vaccinated employees, the city manager will evaluate the data and make future decisions to encourage more employees to get vaccinated and/or implement further safety measures related to stopping or slowing the spread of COVID-19.

You are still able to get a COVID-19 vaccine. Vaccine appointments and walk-in clinics are available for all eligible people ages 12 and older. To schedule a vaccine appointment or find a walk-in clinic, visit [vaccines.gov](https://www.vaccines.gov) or the [COVID-19 Vaccination](#) CNet page. If you have questions or concerns about getting the vaccine, visit [Mecklenburg County's COVID-19 Vaccine](#) page or call the Mecklenburg County Public Health hotline at [980.314.9400](tel:980.314.9400) Monday through Friday, 8 a.m. to 5 p.m.

We thank you in advance for your assistance and helping our community.