**Vaccination Verification**  
Employer Vaccination and/or Testing Disclosure Guidelines

The plan (policy) should be made readily accessible to all employees through the employer’s normal methods of distributing information to employees. Employers are not required to submit their written policy to OSHA, unless requested. However, the Assistant Secretary may request the employer’s written plan for examination and copying. Under paragraph (l)(3)(i), the employer must provide its written policy to the Assistant Secretary for examination and copying within 4 business hours of a request.

The employer must inform each employee, in a language, and at a literacy level the employee understands, about:

* The requirements of §1910.501 and any policies and procedures the employer establishes to implement this ETS. This includes:
  + any employer policies under paragraph (d);
  + the process that will be used to determine employee vaccination status, as required under paragraph (e);
  + the time and pay/leave they are entitled to for vaccinations and any side effects experienced following vaccinations, as required by paragraph (f);
  + the procedures they need to follow to provide notice of a positive COVID-19 test or diagnosis of COVID-19 by a licensed healthcare provider, as required under paragraph (h);
  + and the procedures to be used for requesting records under paragraph (l).
  + Employers must provide additional information to unvaccinated employees, including information about the employer’s policies and procedures for COVID-19 testing and face coverings, as required by paragraphs (g) and (i), respectively.

In addition, the information provided to employees must address:

* COVID-19 vaccine efficacy, safety, and the benefits of being vaccinated (by providing the document, “*Key Things to Know About COVID-19 Vaccines*,” available at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>);
* the requirements of 29 CFR 1904.35(b)(1)(iv), which prohibits the employer from discharging or in any manner discriminating against an employee for reporting work-related injuries or illness, and Section 11(c) of the OSH Act, which prohibits the employer from discriminating against an employee for exercising rights under, or as a result of actions that are required by, the ETS. Section 11(c) also protects the employee from retaliation for filing an occupational safety or health complaint, reporting a work-related injuries or illness, or otherwise exercising any rights afforded by the OSH Act (fact sheet available in [English](https://www.osha.gov/sites/default/files/publications/OSHA4159.pdf) and [Spanish](https://www.osha.gov/sites/default/files/publications/OSHA4160.pdf)); and
* the prohibitions of 18 U.S.C. § 1001 and of Section 17(g) of the OSH Act, which provide for criminal penalties associated with knowingly supplying false statements or documentation (fact sheet available in [English](https://www.osha.gov/sites/default/files/publications/OSHA4157.pdf) and [Spanish](https://www.osha.gov/sites/default/files/publications/OSHA4158.pdf)).