

From: [Madison Votes](#)
To: [Redacted](#)
Subject: Madison Votes Newsletter: November 2021
Date: Monday, November 15, 2021 4:46:52 PM
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MADISON VOTES NEWSLETTER

November 2021

Name Redacted

City of Madison Vaccination Requirement

As a City of Madison election official, you are required to give proof of being fully vaccinated against COVID-19.

Vaccines are available through Public Health Madison Dane County at the Alliant Energy Center and their South Madison & East Washington Avenue offices. More information on vaccines is available on [Public Health's website](#). You can also book an appointment through that webpage.

If you are fully vaccinated against COVID-19, we ask that you send two items in reply to this email:

1. Completed [COVID-19 vaccine attestation form](#)
2. Image of both sides of your CDC COVID-19 vaccination card OR proof of your vaccination through your personal [Wisconsin Immunization Registry](#) (WIR)

If you do not have a computer available, we have scheduled time at certain library branches for you to complete this requirement between **Monday, November 29th through Friday, January 7th**. One of our staff members will be able to check your proof of vaccination and take in your completed form. The schedule is below. This schedule of in-person opportunities to complete your COVID-19 vaccine attestation form will be in effect from Monday, November 29th through Friday, January 7th.

From Monday, November 29th through Friday, January 7th, City Clerk staff will be available at the following locations:

Tuesdays: Goodman South Madison, 12:00 – 4:00 pm

Wednesdays: Lakeview, 12:00 – 4:00 pm

Wednesdays: Pinney, 12:00 – 4:00 pm

Thursdays: Hawthorne, 12:00 – 4:00 pm

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Fridays: Meadowridge, 11:00 am – 3:00 pm (Closed December 24 and 31)
Saturdays: Central, 11:00 am – 3:00 pm (Closed December 25th and January 1st)

You may also stop in to our office at the City-County Building to complete your attestation form and show proof of vaccination. We are open Mondays – Fridays, 8:00 am – 4:30 pm. We are closed Thanksgiving Day (11/25), the day after Thanksgiving (11/26), Christmas Eve (12/24), and New Year’s Eve (12/31). The address of the City-County Building is 210 Martin Luther King, Jr Blvd.

This form must be completed and returned by Friday, January 7th. An example of the form is at the bottom of this email showing you what information needs to be filled in. The form is available on the [Election Official Resources](#) page of the City Clerk’s website.

New Election Management Software

We have said in previous newsletters that the delay in sending out the applications for the 2022-23 election cycle is due to new software being installed.

This new software will allow us to do many things better. One of the main things we are most excited about is being able to communicate more easily with you, our election officials.

We will send an email explaining what the invitation will look like and how to complete your availability survey on November 29th. You will receive an email inviting you to complete a survey about your availability for the 2022-2023 elections on **December 1st**.

Administrative Support Team Job Posting

The City of Madison is hiring an Administrative Support Clerk I in the next few weeks. The position is part of the Finance Department, but it provides administrative support to all City of Madison agencies, including the Clerk’s Office. You can find the full posting on the City’s [Human Resources website](#). Applications are due Sunday, November 28th.

COVID-19 Vaccine Attestation Form [Example](#)



City of Madison – Election Official COVID-19 Vaccination Attestation Form

The City of Madison is requiring all election officials to provide an acceptable form of proof they are fully vaccinated against COVID-19.

An individual is considered fully vaccinated two weeks after their second dose in a 2-dose COVID-19 vaccination series approved by the U.S. Food and Drug Administration (“FDA”) or the World Health Organization (“WHO”); or two weeks after a single-dose COVID-19 vaccine approved by the FDA or the WHO.

Election officials are required to provide acceptable proof of their vaccination status. This information will be used to confirm whether the election official is fully vaccinated against COVID-19.

Getting vaccinated is a condition of employment with the City as an election official. Election officials who do not show proof of full vaccination against COVID-19 are subject to disciplinary action, up to and including termination. In addition to discipline, election officials failing to comply with these requirements may be refused entry to the workplace, sent home from the workplace, and placed in no-pay status until compliance with this policy is demonstrated. Election officials shall complete this form and return it to the Clerk’s Office no later than **Friday, January 7th**.

Election Official Name Print your name here.

I have been fully vaccinated against COVID-19 and have the following proof of full COVID-19 vaccination (select one):

- Check ONE of these. →
- A copy of both sides of my CDC COVID-19 vaccination card; OR
 - A copy of my Personal Immunization History showing my COVID-19 vaccination from the Wisconsin Immunization Registry.

Type of vaccine received:

- Check ONE of these. Which vaccine did you get? →
- Pfizer Date of first dose Date of second dose
 - Moderna Date of first dose Date of second dose
 - Johnson & Johnson/Janssen Date of single dose

Write the date you got your first dose and the date you got your second dose of Pfizer or Moderna. If you got Johnson & Johnson, write the date you got your single dose.

I understand I am required to provide true and accurate information in response to the questions above and that failure to do so may result in disciplinary action. By signing below, I certify that I have accurately and truthfully answered the questions above. I understand that submitting counterfeit or fraudulent information regarding my vaccination status may be grounds for immediate termination.

Sign your name here.

Date you completed the form.

Employee Signature

Date