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MEMORANDUM

Date: July 28, 2021

To: School Administrative Units (including Pre-K-12 public schools and charter schools), private schools, and career and technical schools

From: Maine Departments of Education (DOE) and Health and Human Services (DHHS) and the Maine Center for Disease Control and Prevention (CDC)

Re: Reporting COVID-19 vaccination rates for Pre-K-12 School Staff

Background

Recent data show that the overwhelming majority of individuals hospitalized due to COVID-19 were not fully vaccinated. Having a fully vaccinated education workforce, as well as vaccinating all students for whom the vaccine is authorized, is essential to ensuring that our schools are safe for students not eligible to be vaccinated and that schools remain fully open for in-person learning.

Purpose

The purpose of this memorandum is to establish, under the DHHS [Declaration of Public Health Emergency](#), the requirement for school administrative units, private schools, and career and technical schools to report the rates of COVID-19 vaccination among school staff serving students in pre-kindergarten through grade 12.

On June 30th, 2021, DHHS issued a Declaration of Public Health Emergency because, while we are currently experiencing a less acute phase of Maine's pandemic response, many of the public health challenges posed by the pandemic continue to impact Mainers' health and wellbeing, and COVID-19 still presents a significant, ongoing public health concern.

In order to continue to monitor the ability of schools to safely maintain in-person instruction during the ongoing pandemic, and consistent with the authority granted to DHHS under [Title 22, Section 802](#) of the Laws of the State of Maine, DHHS is requiring that the administrators of school facilities designated below report staff COVID-19 vaccination data to DHHS.

Public health officials will use the de-identified staff vaccination rate data submitted by schools to DHHS to promote increased vaccination, inform parents and the public, identify schools that require additional support, and guide safety policies for schools that have lower staff vaccination rates.

School staff vaccination reporting

Effective September 1, 2021, public schools (including charter and career/technical schools) and private schools providing educational instruction to students in pre-kindergarten through grade 12 shall report to DHHS the total number of staff employed, and the total number of those staff fully vaccinated against COVID-19 via an electronic form to be specified by the Departments.

The vaccination rate will be reported separately for each school.

The definition of school “staff” for the purposes of vaccination reporting is all those providing instruction, services, or interacting with students in pre-kindergarten through grade 12, including:

- All full- and part-time employees and
- Temporary or contracted personnel.

The definition of “fully vaccinated” for the purposes of vaccination reporting is having received either two (2) doses of the Pfizer or Moderna vaccines or a single dose of the one-shot Johnson & Johnson vaccine, at least 14 days prior to the survey date.

Each distinct school entity is required to report this information monthly by the tenth day of each month. Entities will submit this information using an online form that will be distributed in late August to school health personnel or a school-designated point of contact. The online form will be open from the 1st to the 10th of each month, after which it will be closed until the next reporting period. Each entity should strive to report the vaccination data as of the last day of the previous month.

A public report of vaccination rates for each school will be publicly available on the DHHS website and linked to the DOE website in the middle of each month.

Enforcement

Pursuant to 22 M.R.S. § 804(2), DHHS has the authority to enforce this policy.

A webinar on this new reporting will be held on Thursday, July 29, 2021 at 8:00 am.