



Dear Faculty & Staff,

The Office of Human Resources would like to provide you with the following updates regarding COVID-19 vaccination and priority testing.

### **Vaccination Update**

New York residents ages 16 and older are now eligible for the COVID-19 vaccine, regardless of citizenship status, health coverage, and employment. To get an appointment, all you need is an ID that verifies your age and N.Y. State residency. Please follow any of the links below to schedule an appointment:

*CUNY School of Medicine- for City College Faculty and Staff:*

<https://www.ccnycunyu.edu/sites/default/files/2021-04/CCNY%20HUB%20Vaccinations%20for%20CCNY%20employees.pdf>

*NYC Vaccine Finder:*

<https://vaccinefinder.nyc.gov/>

*NYS Vaccine Finder:*

<https://am-i-eligible.covid19vaccine.health.ny.gov/>

All active employees who submit appropriate documentation for vaccination appointments that occur during regularly scheduled work time will be given 4 hours of paid time off for each dose for a total of 8 hours for 2 doses.

### **Priority Testing**

Priority testing is available for CUNY faculty, staff and students who are currently:

- Residing in a CUNY dorm; or
- Working on-site on a CUNY campus; or
- Attending or teaching in-person or hybrid classes including those at clinical sites off-campus.

For a list of participating testing sites, visit the [City's Priority Testing for School-Based Staff and Students page](#).

Faculty and staff who are working on-site can schedule a 45-minute work break twice a month for COVID-19 testing. Eligible faculty and staff must present a valid campus identification card and a letter from HR at the testing site. Please follow the link below to obtain the “Priority Testing” letter from the HR website:

<https://www.ccnycuny.edu/sites/default/files/2020-12/NYCHH%20Testing%20Letter%2012-1-20%20%28002%29.pdf>

### **EMPLOYEES CURRENTLY NOT WORKING ON-SITE**

Please note that employees who are working remotely are **NOT** eligible for CUNY’s COVID-19 priority testing. However, employee’s working remotely can access free testing by calling 311 or [visiting a NYC Health + Hospitals testing site](#).

### **Timekeeping Procedures**

To report the COVID-19 priority testing 45-minute work break and/or the vaccination leave eligible employees must adhere to the following:

- Supervisor’s approval must be obtained prior to the scheduling of testing breaks and/or vaccinations appointments.
- Timekeeping code “CPT” for COVID-19 priority testing and/or code “CVL” for COVID-19 vaccination leave must be selected on employee timesheets, where applicable.
- For timekeeping purposes, proof of testing and/or vaccination must be obtained for every appointment
- Proof testing and/or vaccination must be submitted to [payrollservices@ccny.cuny.edu](mailto:payrollservices@ccny.cuny.edu).

Should you have any questions, please contact us at [humanresources@ccny.cuny.edu](mailto:humanresources@ccny.cuny.edu)