

## Preparing a Count of Vaccine-Eligible School Staff

### Purpose

The state of Vermont is preparing for voluntary vaccination of school staff. Superintendents and independent school heads are requested to generate a count of staff eligible for vaccination in their district or school and provide that count to the Agency of Education. Staff members will retain the option whether to be vaccinated, but all eligible staff should be included in your counts.

### Staff Eligible for Vaccination

The following school staff are eligible for vaccination.

- All staff who work in Vermont schools including those currently working remotely. All staff includes teachers, paraeducators, administrative assistants, athletic coaches, food service staff, bus drivers and custodians.
- Contractors who work regularly in a school setting, such as food service staff and bus drivers.
- District office staff whose offices are in a school building or whose work requires them to have regular, in-person contact with students.
- Student teachers with classroom assignments during the spring semester.
- Substitute teachers who have worked or who will work for your district or school as a substitute teacher during the 2020-2021 school year.
- Staff who live out of state who work in a Vermont school are eligible for vaccination.

School staff who had the opportunity to be vaccinated or schedule their appointment in an earlier phase (Staff aged 65+, school nurses and other clinicians, volunteer first responders) retain their eligibility, but please do not include any individuals who you know have been vaccinated or have received one dose of a two-dose vaccination in your eligibility count.

### Individuals Not Eligible for Vaccination as School Staff

The following individuals are not eligible for vaccination as school staff at this time, **unless also otherwise employed by the district in an eligible capacity.**

- School board members
- Students
- Parents, PTAs, parent councils and other school committee members
- Volunteers

Please note childcare and early education staff not employed by the district who may operate on school grounds (e.g., afterschool, private PreK) will be eligible for vaccination, but should not be included in your eligible staff count as they will be included in childcare staff counts.

## **Compiling and Reporting Your Vaccine-Eligible Staff Count**

We ask you to compile a count for your entire district or independent school, and then, if you are a district, counts for each school within your district. Please make your counts as complete and accurate as possible, understanding that there may be some unknowns. When faced with a judgement call between potentially undercounting and potentially overcounting, please submit the larger number.

A member of the AOE COVID-19 Response Team will be contacting you by phone to collect your initial count(s) and discuss any questions you have.