Idaho Division of Human Resources
Executive Office of the Governor

COVID-19 Vaccine Frequently Asked Questions

Updated January 28, 2021

Where can I obtain additional information about the COVID-19 vaccine?

Visit: https://coronavirus.idaho.gov/covid-19-vaccine/ and review the information listed on the document titled "COVID-19 Vaccine FAQ" and the CDC's website at: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/faq.html.

How do I find out if I am eligible to receive the COVID-19 vaccine?

Visit: https://coronavirus.idaho.gov/covid-19-vaccine/ and review the information listed under "Current Prioritization of Groups."

How do I determine if I qualify within the groups/subgroups provided by DHW to receive the vaccine?

Employees should review the information provided by DHW at: https://coronavirus.idaho.gov/covid-19-vaccine/ on the document titled "Estimated Timeline for Idahoans to get the COVID-19 Vaccine."

If after reviewing this document, employees are unsure if they qualify, they should contact their local public health district to determine if they are eligible to receive the vaccine. District contact information is at https://healthandwelfare.idaho.gov/health-wellness/community-health/public-health-districts.

If I fall within one of the groups/subgroups currently eligible to receive the vaccine but am telecommuting and/or work in a position that does not have contact with others, am I eligible to receive the vaccine?

Employees should contact their local public health district to determine if they are eligible. Depending on the employee's position, they may need to be a "frontline" employee who is at an increased risk of exposure to COVID-19 to be eligible, and in other cases all employees within the group/subgroup may be eligible.

Do I need to provide proof of my eligibility to receive the vaccine to the health district and/or medical provider?

Each public health district and medical provider has different requirements to verify eligibility to receive the vaccine. Employees should contact their local public health district and/or medical provider to determine what documentation is necessary. A driver's license or equivalent identification, agency ID card or other proof of employment, or a professional license may be required.

How do I make an appointment to get the vaccine?

Employees should contact their local public health district to determine if they are eligible and obtain information on how to schedule an appointment. https://healthandwelfare.idaho.gov/health-wellness/community-health/public-health-districts.

There will also be a new webpage for scheduling vaccines (PrepMod); employees should monitor for this website goes live.

I have heard about a nationwide website called PrepMod to sign up for the vaccine, what is the current status of this website?

Some Idaho providers are using PrepMod, but most are not. Once this webpage goes live, employees may use it to obtain information on how and when to schedule COVID-19 vaccination.

Will the State of Idaho provide proof of my eligibility to receive the vaccine?
If a public health district and/or medical provider requests documentation to support an employee's eligibility to receive the vaccine, employees should contact their local HR department to get a letter outlining the information requested. DHR has provided an example letter on our website for HR to utilize.

Will the State of Idaho organize on-site COVID-19 vaccine clinics like they do flu shot clinics?
The State plans to provide on-site clinics; however, no on-site COVID-19 vaccine clinics have been scheduled at this time. Employees are encouraged to work with their primary care provider and local public health district to determine when and where they can receive a COVID-19 vaccine.

Am I required to get the COVID-19 vaccine?
Employees should discuss this with their agency HR representative.

How should I code my time away from work while receiving the vaccine?

Employees may use their accrued leaves, such as sick, vacation and/or comp time for time away from work to receive the vaccine, as they would with any other medical appointment.