



STATE OF WASHINGTON

## DEPARTMENT OF HEALTH

*PO Box 47890 • Olympia, Washington 98504-7890*

Dear Contractor/Vendor:

Pursuant to Proclamation 21-14.1, state agencies may not permit a contractor to engage in on-site work for the agency after October 18, 2021, if the personnel performing the contracted work (including subcontractor personnel) will be on-site and have not been fully vaccinated against COVID-19 and provided proof as required in the proclamation, or been granted a disability or religious exemption for which a reasonable accommodation has been provided.

The proclamation provides two options for vaccination verification and the exemption and accommodation process: the state agency may verify vaccination status itself, or the state agency may elect to require the contractors to assume the responsibility for vaccination verification, exemptions, and accommodation requirements. As the Department of Health has elected to require the contractor to verify vaccinations, grant exemptions and address accommodation requests, the following procedure applies.

### **Contractor Vaccine Verification Process**

The contractor must develop and implement a vaccine verification plan consistent with the proclamation that includes the following:

1. Contractor will require employees/subcontractors to provide proof of full vaccination against COVID-19 by providing one of the following: CDC COVID-19 Vaccination Record Card or photo of the card; documentation of vaccination from a health care provider or electronic health record; state immunization information system record; or for an individual who was vaccinated outside of the United States, a reasonable equivalent of any of the above.
2. Contractor will follow the requirements set forth in the proclamation and in applicable law for granting a disability or religious exemption from the vaccination requirement and determine an appropriate reasonable accommodation, if available.
3. Contractor will submit a declaration, under penalty of perjury, to affirm that all employees/subcontractors who come on-site have had their vaccine status verified or an appropriate accommodation has been granted for those who have been granted a disability or religious exemption, in accordance with applicable law, understanding that the agency may conduct spot checks of the contractor's employees/subcontractors and may request a copy of the contractor's plan or any documentation of compliance with the plan. Be advised that wearing a mask is not an acceptable accommodation to enable on-site work at Department of Health.
4. Contractor will not be required to submit its vaccine verification plan unless specifically asked by the Department of Health.

Contractor Vaccination Mandate Declaration  
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5. Be advised that the Department of Health may require a contractor to provide the name and contact information for all on-site subcontractors. It is a requirement that a prime contractor provide notice of this requirement to subcontractors and ensure their compliance. The Department of Health may request for contractors to provide the subcontractors' declarations of having met the vaccination verification and accommodation requirements.

Note: If a contractor is also an individual subject to the vaccination requirement, the contractor must include in its declaration that the contractor is fully vaccinated against COVID-19 or is unable to get vaccinated because of a disability or a conflict between the vaccination requirement and their sincerely held religious beliefs, practice, or observance, as applicable.

For existing contracts, the certification/declaration must be provided to the Department of Health **no later than October 18, 2021**. For future contracts, or additional employees/subcontractors under current contracts, the certification/declaration must be provided by the date provided by the Department of Health. Provide certification/declaration via email to [DOHCON.MGMT@DOH.WA.GOV](mailto:DOHCON.MGMT@DOH.WA.GOV), Subject: VAC Mandate Contractor Declaration. Questions regarding the process may also be submitted to this email address.

Sincerely,

*Alyce Bengé*

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Contracts and Procurement Director  
Department of Health, State of Washington



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