Subject: Notice to Contractors/Consultants - COVID-19 VACCINATION REQUIREMENT

To begin, we want to acknowledge and thank you for all your work and care since the start of the pandemic to keep your workers safe and reduce the spread of COVID-19. Your efforts in developing and implementing safety measures through your COVID-19 safety plans have been nothing short of monumental. But despite our best efforts to date, more is needed.

This email serves as notice of the COVID-19 VACCINATION REQUIREMENT proclamation issued under emergency powers authorized in [RCW 43.06.220](https://app.leg.wa.gov/RCW/default.aspx?cite=43.06.220), by Washington State Governor Jay Inslee on August 9, 2021, and amended on August 20, 2021.

We are writing you now in your capacity as a contractor, vendor, supplier, or volunteer to notify you of the Proclamation and its requirements. **If, on or after October 18, 2021, you or your staff will provide any services or perform any work for Pierce College while physically present at a building, facility, jobsite, project site, unit, or other defined area owned, leased, occupied by, or controlled by Pierce College, the Proclamation and its requirements apply to you.** On-Site Contractors who are physically present at a site for only a short period of time with only fleeting moments of close physical proximity to others on site, such as delivery drivers or shipping services, are **NOT** covered by the Proclamation. If you are unsure whether you or your staff are expected or required under the terms of your contract to provide services while physically present at a Pierce College facility, please contact the Administrative Services department for clarification.

You are hereby notified that:

1. As of October 18, 2021, you may not send any worker to perform services on-site at a Pierce College facility if the worker is not fully vaccinated against COVID-19, unless the worker has been granted a valid disability or religious accommodation by you, their employer.

2. By October 18, 2021, you must obtain a copy of, or visually observe proof of full vaccination against COVID-19 for every current employee who is subject to the vaccination requirement in the Governor’s order.

3. In determining whether an employee, current or future, has a valid disability or religious objection, you must follow the same requirements as state agencies, as described in the order, for granting disability and religious accommodations.

4. No later than **October 11th, 2021**, you must provide Pierce College with a signed declaration in substantially the form prescribed in RCW 5.50.050 declaring that you, the Contractor/employer have met these requirements. A template is attached to this notice for your convenience. Pierce College may request additional, updated signed declarations at any time and for any reason.

5. Beginning on October 18, 2021, you and your staff may be asked to show proof of vaccination status, or, as applicable, proof of an employer-granted religious or disability exemption, prior to being admitted entry to any Pierce College facility. Contractor staff who are unable to provide valid proof of vaccination or relevant exemption status upon request will not be admitted onto Pierce College premises.

6. You must cooperate with any investigation or inquiry Pierce College may make in your compliance with the requirements of the Proclamation, including by providing information and records upon request, except any information or records that you are prohibited by law from disclosing.

Please note that the following parameters apply:

* A worker is fully vaccinated two weeks after they have received the second dose in a two-dose series of a COVID-19 vaccine (e.g., Pfizer-BioNTech or Moderna) or a single-dose COVID-19 vaccine (e.g., Johnson & Johnson (J&J)/Janssen) authorized for emergency use, licensed or otherwise approved by the FDA or listed for emergency use or otherwise approved by the World Health Organization.

• Under Section 3 of the Proclamation, acceptable forms of proof of full vaccination status include 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;
* A state issued immunization information system record; or
* For an individual who was vaccinated outside of the United States, a reasonable equivalent of any of the above.

The form must be printed, completed and signed, and then returned by email to vresponse@pierce.ctc.edu.

If you have questions about these requirements, please first [review the FAQs](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fdiscover.uw.edu%2fMTMxLUFRTy0yMjUAAAF_akOQrUtO5qdnd8yPbFs7RoKGp5IzlfznhIdksf0md0vsNLvys6ZmMK4uVG6xItsZC8nMNNY%3d&c=E,1,TYUSe5YXgAD_6sQvzsjkWLWcK2qEuC-xFBVNghwFLxs-sd8GX_VUQ9GrFDuu27kx3efcSEYIpkHgMsEz9kfkm6cz2WYc8f7tCc9ayYj7qVU,&typo=1) from the Office of Governor Inslee and then contact vresponse@pierce.ctc.edu if you have any additional questions.

Sincerely,

Pierce College